

## EMPLOYEE CONCERN FORMS

**Meeting Preparation:** Bring Employee Concern Forms to the meeting and leave in a place in the shop or department, where employees can freely take them.

**TODAY'S TRAINING OBJECTIVES:** Make employees:

- 1) employee's personal role in reporting unsafe acts and conditions;
  - 2) aware of the Safety Concern Form;
  - 3) the form's importance in preventing injuries on the UNCG campus; and
  - 4) demonstrate how to fill out an employee concern form.
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- 1) We are all a part of a family. You might be a son, daughter, father, mother, sister, brother, uncle, aunt or cousin. UNCG is like a large family, and just as family members look out for each other, UNCG employees look out and take care of each other. Part of the way we can do this is by reporting unsafe conditions and hazardous work practices. When these hazards are reported we can then work to fix them, and perhaps prevent a serious injury or death to another employee. This will only work with your help. If you see an unsafe condition or unsafe work practice you should report it. You can do this in two ways, by
    - A. filling out an Employee Concern Form and simply dropping it in one of the four boxes, or
    - B. giving the completed form to your Supervisor.
  - 2) Let's take a look at the form. Fill out the information under Roman Numeral I. on the form, which asks you to list your name, department, date submitted, location and description of the safety concern such as the example shown here, "big hole in sidewalk on the south side of Ferguson building" , and your recommendation for how the hazard or safety concern can be fixed. If for any reason you do not want to include your name and department, simply leave it blank. Tear off the pink copy and keep it for your record, and then send the green copy to the Safety Office. Then either send the white copy to your Supervisor or simply drop the white copy in one of the boxes.
  - 3) Concern Form boxes are located in 5 places on campus-
    - Sink Building- in the same room as the time clock
    - Campus Supply Building- close to the time clock
    - HHP Building- close to the time clock
    - New Science Building-in the basement Break Room, where the vending machines are located
    - New Music Building-Ground Floor, near the Housekeeping time clock
  - 4) The form will be given to the department responsible for the area, and a work order will be written up. If the hazard cannot be controlled by a work order, The Safety Office will take other action. Once received by the Department, the hazard should be fixed within two weeks.

We all have a part to play in keeping UNCG safe, you can do your part by following UNCG Safety and Health Safety Policies and by reporting unsafe work conditions.