

Hazard Reporting Procedures

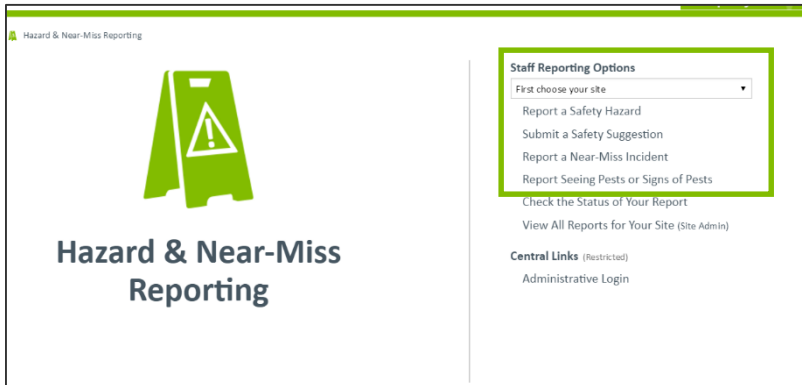
Crow-Applegate-Lorane School District



Smarter Solutions. Safer Schools.

ONLINE HAZARD REPORTING TUTORIAL

The following presents the procedures employees should follow to submit hazard reporting, safety suggestions, near miss incidents, and signs of pests.



To begin, go to:

<https://www.publicschoolworks.com/Pages/actMgr1.asp?di=929&dia=3hng9&mi=5>

Select your site then click the appropriate report / suggestion link.

Fill out the online hazard reporting form. Be descriptive and include as much detail as possible.

Clearly state where the hazard is in the building. Also, clearly define the suggestion or hazard that you are requesting to be investigated.

If you leave the box checked in the lower left corner of the form and provide a valid email address, the system will automatically notify you via email as your request moves through the system.

When you have completed the form, click on **“Submit.”** Your request will be sent to the building rep for approval.

A screenshot of the 'Hazard Report' form. At the top right, it shows 'Report No.: New', 'Date Submitted: 09-06-16', 'Status:', and 'Status Date:'. The form is divided into several sections: 'SUBMITTER' with fields for 'First Name', 'Last Name', 'Telephone No. (optional)', and 'Email Address (required if email turned on below)'; 'LOCATION OF HAZARD' with dropdowns for 'Site' (District Office (Central)), 'Building' (Main), and a text area for 'Where in the Building' (highlighted with a green box); 'DESCRIPTION' with a large text area for 'Description of Hazard' (highlighted with a green box); 'OFFICE USE' with dropdowns for 'Category' and 'Account Code', and a text area for 'Dept to which report should be sent' (Environmental Health & Safety (EHS)); and 'Attachments' with an 'Add Attachment' link and 'No attachments added' text. At the bottom left, there is a checkbox 'Check here to receive email updates as your report moves through the system.' At the bottom right, there are 'Submit' and 'Exit / Back' buttons.