LAMBTON KENT DISTRICT SCHOOL BOARD

POTENTIAL HAZARD / INCIDENT REPORT FORM

___ INITIAL REPORT

___ FOLLOW-UP REPORT

THIS FORM IS TO REPORT UNSAFE PRACTICES OR CONDITIONS OR TO REPORT INCIDENTS RESULTING IN PORTENIAL INJURY OR PROPERY LOSS THAT REQUIRE INVESTIGATION. IT CAN ALSO BE USED TO REPORT ITEMS SUCH AS AIR QUALITY PROBLEMS, ERGONOMICS CONCERNS, ASBESTOS CONCERNS etc.)
THIS FORM IS NOT TO BE USED AS A REPAIR REQUISITION.

SCHOOL / LOCATION	ROOM	TIME	DATE

DESCRIPTION OF INCIDENT OR POTENTIAL SAFETY/HEALTH CONCERN: (ONLY 1 ITEM PER MEMO)

PERSONAL INJURY? ☐ YES ☐ No… IF YES, PLEASE COMPLETE AN EMPLOYEE ACCIDENT / INCIDENT REPORT FORM

REPORTED BY	DATE

PRINCIPAL / SUPERVISORS REPORT (COMPLETE & NOTIFY ORIGNATOR)
CORRECTIVE ACTION PROPOSED / TAKEN:

PRINCIPAL / SUPERVISOR'S SIGNATURE	DATE	DATE FOLLOW-UP COMPLETE

COPIES SHOULD BE PROVIDED TO THE HEALTH & SAFETY DEPARTMENT C/O SARNIA EDUCATION CENTRE
COPIES SHOULD ALSO BE KEPT BY ORIGINATOR, SITE PRINCIPAL/SUPERVISOR AND THE SITE HEALTH & SAFETY REPRESENTATIVES