



UW Risk Management & Safety Safety Concern Report Form

Safety is a top priority at University of Wyoming. If you have a safety related concern, please fill out part A of this form and submit it to RMSO at uwews@uwyo.edu or the suggestion box outside Wyoming Hall room 101. A RMSO staff member will follow up on your concern and contact you if you wish to leave your contact information. You can check the status of an anonymous concern by contacting RMSO via phone (766-3277) or email. Thank you.

Part A: Completed by the Reporting Individual

Date Submitted:
<i>Please select one:</i> <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Other (Please Specify)

Contact Information (optional):	
Reported By:	Department:
Contact Phone Number:	Email:
Reported Previously To (if applicable):	

DESCRIPTION OF SAFETY CONCERN			
<input type="checkbox"/> Ergonomic Safety: workstation, lifting, posture and motion	Please note specific details of the safety concern below (if applicable):		
<input type="checkbox"/> Facilities: buildings, housekeeping and maintenance	Date:		Time:
<input type="checkbox"/> Fire safety, exits, signs and safety equipment	Location:		
<input type="checkbox"/> Grounds: vehicle/bicycle safety, transit routes, parking lots, walking paths/surfaces, lighting	Brief Description (please use objective language eliminating opinions/conclusions) :		
<input type="checkbox"/> Indoor Environmental Quality: air quality, ventilation and temperature			
<input type="checkbox"/> Laboratory: chemical, biological, chemical, radiation, exposure concerns and waste issues			
<input type="checkbox"/> Security: personal safety, violence prevention and building access			
<input type="checkbox"/> Other			

Suggestions for correction or action already taken

Part B: Completed by RMSO

Concern No.	Response No. (if applicable)
RMSO staff referred:	Date follow up complete: