

NAVY EMPLOYEE REPORT OF UNSAFE OR UNHEALTHY WORKING CONDITION

*THIS FORM IS PROVIDED FOR THE ASSISTANCE OF AN EMPLOYEE
AND IS NOT INTENDED TO CONSTITUTE THE ONLY METHOD BY WHICH A REPORT MAY BE SUBMITTED*

1. THE UNDERSIGNED (check one) EMPLOYEE REPRESENTATIVE OF EMPLOYEES

BELIEVES THAT A VIOLATION OF AN OCCUPATIONAL SAFETY OR HEALTH STANDARD WHICH IS A JOB SAFETY OR HEALTH HAZARD HAS OCCURRED AT

a. Navy installation/activity and mailing address

b. Building or worksite where alleged violation is located, including address

2. NAME AND PHONE NUMBER OF GOVERNMENT SUPERVISOR AT SITE OF VIOLATION

3. DOES THIS HAZARD IMMEDIATELY THREATEN DEATH OR SERIOUS PHYSICAL HARM? NO YES

4. BRIEFLY DESCRIBE THE HAZARD WHICH EXISTS INCLUDING THE APPROXIMATE NUMBER OF EMPLOYEES EXPOSED TO OR THREATENED BY SUCH HAZARD

5. IF KNOWN, LIST BY NUMBER AND/OR NAME, THE PARTICULAR STANDARD (OR STANDARDS) ISSUED BY THE AGENCY WHICH YOU CLAIM HAS BEEN VIOLATED

6. TO YOUR KNOWLEDGE, HAS THIS VIOLATION BEEN THE SUBJECT OF ANY UNION/MANAGEMENT GRIEVANCE OR HAVE YOU (OR ANY ONE YOU KNOW) OTHERWISE CALLED IT TO THE ATTENTION OF, OR DISCUSSED IT WITH, THE GOVERNMENT SUPERVISOR

NO YES (List results, including any efforts by management to correct violation)

7. EMPLOYEE TYPED OR PRINTED NAME

8. EMPLOYEE SIGNATURE

9. EMPLOYEE ADDRESS

10. EMPLOYEE PHONE NUMBER

11. MAY YOUR NAME BE REVEALED?
 NO YES

12. ARE YOU A REPRESENTATIVE OF EMPLOYEES?
 NO YES

13. DATE FILED:

How to fill out an unsafe and unhealthful report

- 1) Place a check in the box for an employee or representative of employees
- 2) Fill out 1a. the installation you reporting on (EX: MCB Camp Pendleton)
- 3) Fill out 1b. the building number or location where the hazard exists
- 4) Place a check in the box for item 3 whether the hazard threatens death or serious harm
- 5) Briefly describe the hazard for item 4 and how many people are affected (EX: a walkway has a hole in it where approximately 100-200 people walk and presents a serious trip hazard)
- 6) Turn the form into your supervisor, your safety manager, or email directly to the Installation Safety Office at Cpen_Safety_Help@usmc.mil

NOTE 1: Items 1, 3, and 4 are required in order for action to be taken on the unsafe or unhealthful report. All other numbers are optional but do help expedite the hazard identification and control process.

NOTE 2: You can always call the MCB Camp Pendleton Safety Help line anonymously at 763-SAFE (7233)