

Use this form to report hazards or incidents that could have resulted in possible injury or property damage (ie. near misses).



<b>SAFETY MEMO:</b>		Requires Immediate Attention	✓
<b>Names:</b>		<b>Employee/Equipment Involved:</b>	
Supervisor:			
Employee:			
<b>Area of Concern : (Be precise)</b>		<b>Injury/Damage (Actual or Possible):</b>	
<b>Problem:</b>			
<b>Possible Solutions: (Remainder of Sheet completed by Safety Committee)</b>			
<b>Costs:</b>		<b>Solutions Applied</b>	
<b>Completed by:</b>		<b>Comments</b>	<b>Date Completed</b>