

Your Ideas Count

When it comes to safety, your input is very important. SVSU's safety program can improve if all employees make suggestions and recommendations concerning safety and health.

Describe your safety suggestion below. You can submit the form anonymously. However, it can be helpful if you provide your contact information so we can contact you should we have questions or need clarification.

SAFETY SUGGESTION FORM

Contact Information	
Name:	Date:
Supervisor/Manager:	Department:
Describe the potential hazard, unsafe condition, or improvement (Provide as much detail as possible, including location, nature of the hazard, specific equipment involved, etc.)	
Describe your suggestion to improve safety or correct the hazard	

Please return your suggestion form to the Campus Facilities Office, SCC-A.

This side ONLY for use by the Campus Facilities Office

Date safety suggestion received:	Suggestion reviewed by:
Suggestion is: Approved <input type="checkbox"/> Declined <input type="checkbox"/> Pending <input type="checkbox"/>	
Comments: (Describe corrective action plan, reason for declining suggestion, etc.)	
Suggestion referred to: (If applicable, list departments/individuals suggestion was forwarded to)	
Signed by:	Date: