

THE SCHOOL BOARD OF SARASOTA COUNTY, FLORIDA  
RISK MANAGEMENT  
1960 LANDINGS BOULEVARD, SARASOTA, FL 34231  
PHONE (941) 927-9000 FAX (941) 927-4017

**DISTRICT OCCUPATIONAL SAFETY HAZARD REPORT**

**Instructions:** Staff completes and returns form to the Site Safety Coordinator/Principal to report an occupational safety hazard. **If the hazard is considered life threatening call 911 immediately and then call Risk Management immediately at (941) 927-9000.**

Person reporting hazard \_\_\_\_\_ Phone \_\_\_\_\_

Check appropriate category  Employee  Student  Parent  Visitor

Has hazard caused accident  Yes  No

Location of problem (be specific)

Site name \_\_\_\_\_

Building number \_\_\_\_\_ Room number \_\_\_\_\_

Other description \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Description of the occupational safety hazard \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Recommendation/correction requested \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Report received by (Print name) \_\_\_\_\_

**Instructions:** Site Safety Coordinator/Principal completes and signs section below and scans completed report to [RiskManagement@sarasotacountyschools.net](mailto:RiskManagement@sarasotacountyschools.net).

Complete follow-up with applicable department to implement corrective action \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date corrective action completed \_\_\_\_\_

\_\_\_\_\_  
Site Safety Coordinator/Principal (Print)

\_\_\_\_\_  
Site Safety Coordinator/Principal Signature

\_\_\_\_\_  
Date

Attach additional information if needed.