

Reclamation Manual
Directives and Standards

**RECLAMATION REPORT OF UNSAFE OR
UNHEALTHFUL CONDITION**

HAZARD DESCRIPTION

DATE: _____ LOCATION: _____ ROOM NUMBER: _____

HAZARD DESCRIPTION:

RISK EVAL. (MARK ONE): RAC 1 2

ABATEMENT ACTIONS AND PROJECTED COMPLETION DATE:

INSPECTOR: _____ PHONE: _____ ORG: _____

SUPERVISOR IN CHARGE OF WORKPLACE: _____ PHONE: _____ ORG: _____

** Note: Any questions, please contact your Collateral Duty Safety Representative.*

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Instructions for Filling out Report of Unsafe Conditions

Date: Enter the date the hazardous condition was found.

Location: Enter the building and area where the hazardous condition exists.

Room number: Enter the room number or nearest identifiable room number.

Hazard Description: Enter the act, condition, and/or practice observed. Give as much detail as possible. Name people to contact for further information who may have observed the hazard, or who committed the unsafe act.

Risk Evaluation: Assign a Risk Assessment Code (RAC). A RAC-1 (Critical) represents an immediate danger to life, health, or infrastructure and requires emergency correction or hazard controlled to a lower level of risk. A RAC-2 (Serious) represents a high level of threat to life, health, or infrastructure and requires hazard correction or hazard controlled to a lower level of risk as soon as possible.

Abatement Actions and Proposed Completion Date: The supervisor will enter the planned actions to abate the hazardous condition, as well as a proposed completion date.

Inspector: Enter the name of the inspector.

Supervisor in Charge of Workplace: Enter the name of the supervisor in charge of the workplace where the hazardous condition exists.

Phone: Enter a telephone number where you can be contacted for further information, to discuss the report, or to provide status reports on abatement actions.

Organization Code: Enter your Mail Stop and office code in order to receive written replies.

Once the inspector has completed this form, s/he will make a copy and forward a copy to the area supervisor for action, review, and posting.