

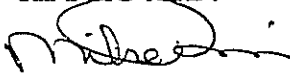
SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: II	SOP: 2108
	SECTION: 2100	SAFETY
	SUBJECT: UNSAFE CONDITION OR HAZARD	

Purpose: To establish a procedure for employees to report any unsafe condition or hazard in the workplace.

Scope: To provide guidelines and a systematic form for documenting and reporting any unsafe condition or hazard in the workplace.

Procedure:

1. Employees are required to report any unsafe condition or hazard that they discover in the workplace to their supervisor or the safety officer. The employee will complete the *Unsafe Condition or Hazard Report, see attached*, when reporting any unsafe condition or hazard. No employee will be disciplined or discharged for reporting any unsafe condition or hazard.
2. Employees who wish to remain anonymous may report unsafe conditions or hazards by submitting an *Unsafe Condition or Hazard Report* to the safety officer without identifying themselves.

DATE: 5/01/98	APPROVED: 	PAGE 1 OF 1 PLUS 1 FORM
-------------------------	--	--