

HEALTH & SAFETY SUGGESTION FORM

To help the agency achieve a healthier and safer work environment, use this form to report suggestions for improving the health and safety of your work environment. The form can be used to report unsafe acts, to suggest ideas for performing tasks safer, or to report safety hazards. By including your name, staff can seek clarifying information about your suggestion, and you will receive a response to your suggestion. If you have a safety suggestion please complete this form and submit it to the DGS Safety Coordinator, Douglas Hatcher 403 North office building, Harrisburg, PA 17125 or email it to GS-safetycommittee@state.pa.us. Thank you for your time and effort.

Explanation of suggestion:

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What benefit will be received if the suggestion is implemented?

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In your opinion, is there an immediate health or safety concern if the idea is not implemented? Please explain.

Yes
 No
 Unsure

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Is there a cost associated with the suggestion (optional)?

Yes
 No
 Unsure

Estimated Cost \$

Your name (optional)	Date	Work Phone Number
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