

U.S. DEPARTMENT OF HOMELAND SECURITY  
Bureau of Customs and Border Protection

**EMPLOYEE REPORT OF UNSAFE OR UNHEALTHFUL  
WORKING CONDITIONS**

HB 5200-08

Report No.

Should you consider this condition to be an imminent danger, or of a type that could cause immediate serious physical harm, please verbally inform the safety officer and/or your immediate supervisor to expedite correction.

1. (check one)

- Employee  
 Representative of employee believes that a condition in the workplace violates safety and occupational health standards.

1(a). Name of facility and mailing address

1(b). Specific location of alleged violation

2. Name of supervisor at site of violation

2(a). Telephone number of supervisor at site of violation

3. Have you reported this condition to your supervisor?

Yes  No

4. Describe the hazard. Include materials and equipment involved and the approximate number of employees exposed or threatened by the condition.

5. If known, list the standard violated.

6. Has anyone attempted to correct the condition? If yes, give details.  Yes  No

6(a). Has anyone been hurt, or has property been destroyed as a result of this condition? If yes, give details.  Yes  No

8. May your name be revealed?

Yes  No

If no is checked, the safety officer will detach the bottom portion of this form before distribution is made.

9. Employee's name and address (Type or print)

9(a). Employee's telephone number (include area code)

10. Employee's signature

Date

Report No.

X

## INSTRUCTIONS

Every effort should be made to correct identified hazards as soon as possible. Hazards should first be reported to your immediate supervisor, since it is usually the most expedient means of abatement. However, hazards may also be reported either verbally or in writing to the local safety officer, safety and health committee, or the HRM-Safety and Occupational Health Branch in Indianapolis, IN. You also have the right to report workplace hazards to the Occupational Safety and Health Administration (OSHA), although it is preferred that hazards be reported to Customs and Border Protection management first so they can be promptly investigated and abated.

When submitting a report of unsafe or unhealthful working conditions, you have the right to request that your name not be disclosed to anyone except an authorized representative of the Secretary of Labor (OSHA).

Upon receipt of a report of unsafe or unhealthful working conditions, the safety officer will:

1. Assign a report number and enter the report on the Hazard Report Log.
2. Detach the employee's name from the bottom of the form, if anonymity is requested.
3. Investigate alleged hazards within the appropriate time frame.
  - 24 hours - for imminent danger conditions
  - 3 working days - for serious conditions
  - 20 working days - for other than serious conditions
4. Forward the inspection report to the individual responsible for abatement.
5. Forward the completed inspection report to the local safety and health committee for review.
6. Notify the employee of the results of the inspection, in writing, within 15 days after completion of the inspection, for safety violations or within 30 days for health violations.
7. Retain a copy of the completed form on file for 5 years.
8. Notify the local safety and health committee when necessary corrective actions or interim protective measures are not taken in a timely manner.