





Safety Leader Instructions for Responding to Hazard Reports

Agency/university safety leader(s) and OSHR Safety Staff will be forwarded employee submitted workplace safety hazard reports regarding their worksites for review and response concerning actions that can be taken to minimize or eliminate hazards.

Step 1: When an employee submits a hazard report the Safety Leader receives the following email notification.

OSHR Flag the Hazard Campaign: Hazard Report 40

 OSHR Information Technology
To johnson, edward h; Vestal, Glenda E
Cc johnson, edward h; Vestal, Glenda E

 This message was sent with High importance.



 NORTH CAROLINA Office of
State Human Resources



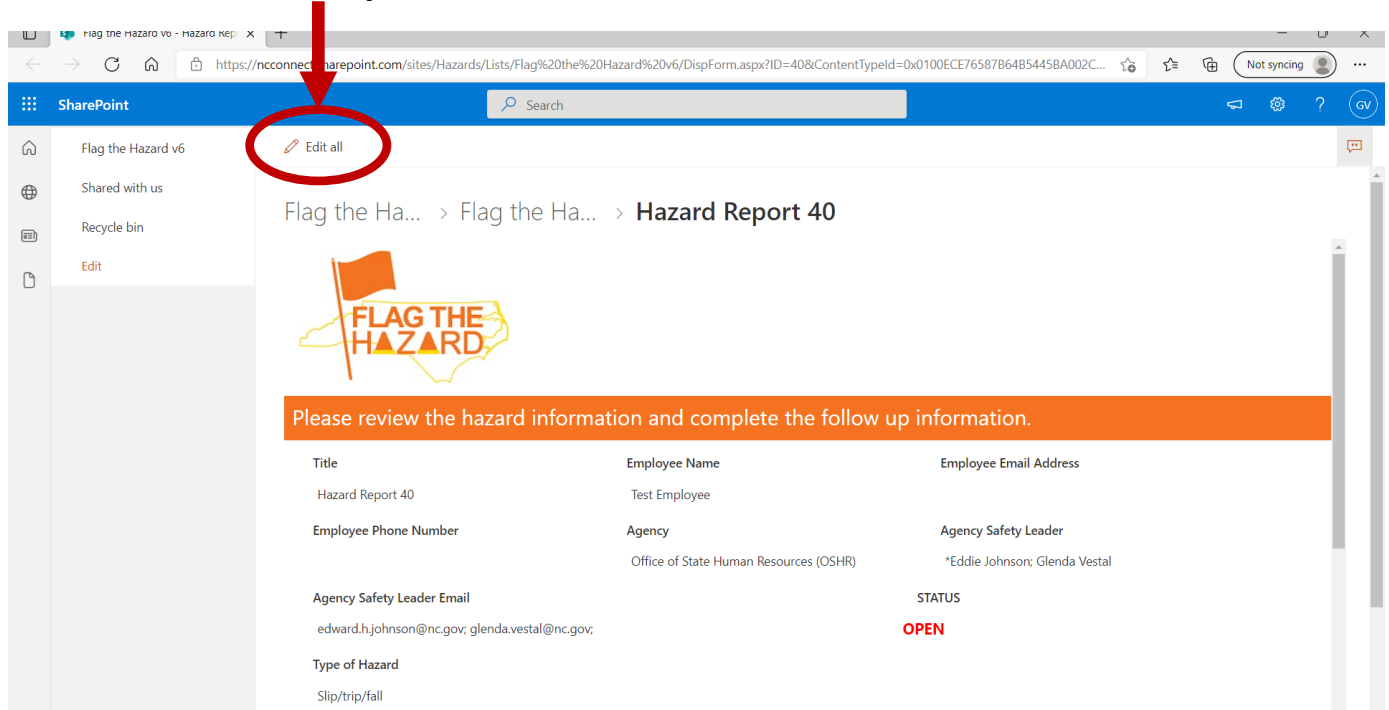
Greetings Agency Safety Leader,

An employee has reported a hazard in your agency via the OSHR Flag The Hazard reporting system. Hazard reports should be investigated within seven calendar days unless an immediate response is required due to possible serious injury. OSHR encourages a team approach to investigations and corrective actions to allow the reporting employee and their supervisor the opportunity to contribute to identification of root causes and potential solutions. Please click on the link below to submit information regarding how this hazard report has been addressed by your Agency. Thank you in advance for the timely response to this hazard report.

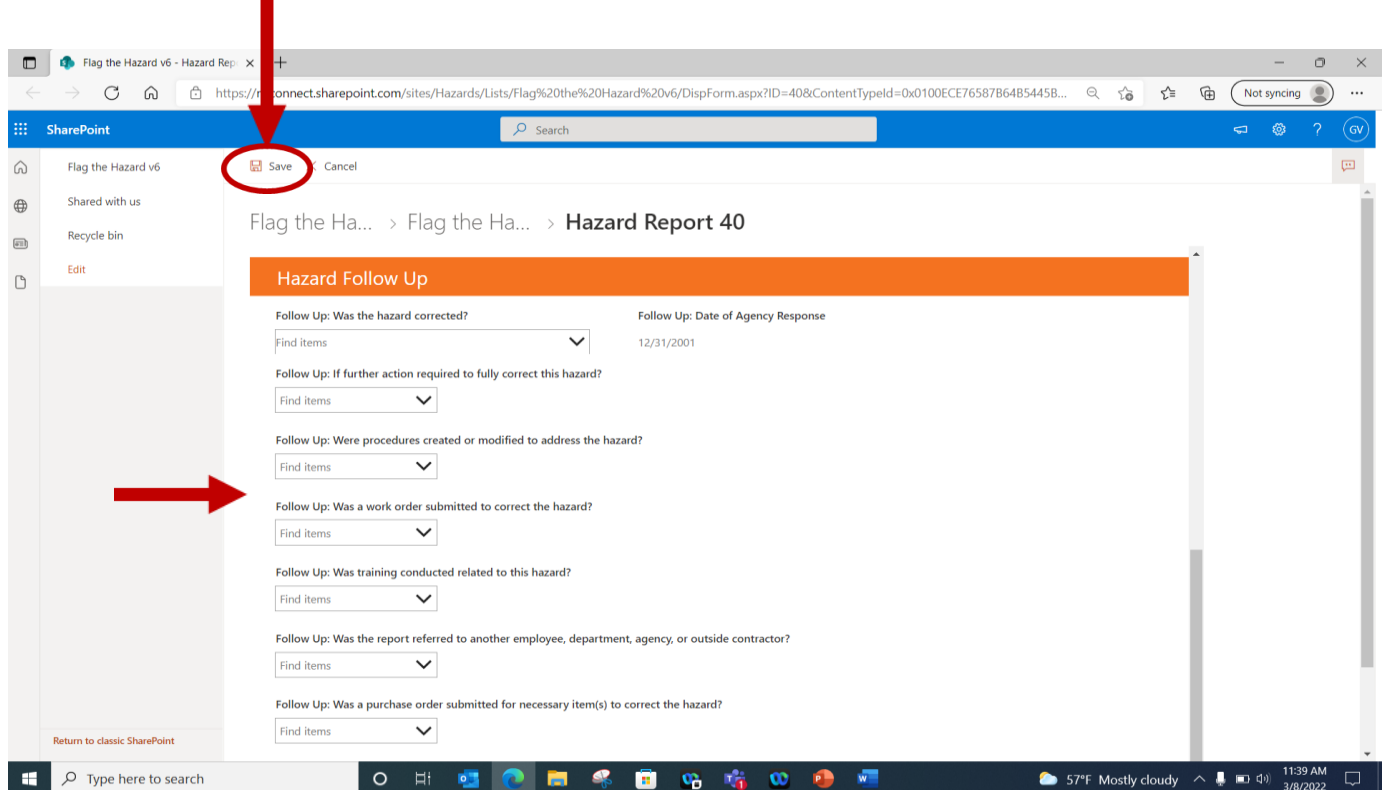
[Agency Response to Hazard Report](#)

Step 2: To view and respond to the submitted hazard, click the “Agency Response to Hazard Report” button.

3. Once this screen opens, click the “Edit All” button.



4. The Safety Leader may now respond to items using drop down menus concerning the reported hazard, and then click the “Save” button.



5. Safety Leaders may return to the hazard report through the link from the original Flag The Hazard email if follow-up is necessary to complete the report.