



# Employee Instructions for Reporting Hazards

The Office of State Human Resources encourages state employees to use the Flag The Hazard Reporting Tool to report workplace safety hazards to their employer. Submitted forms will be reviewed by agency/university safety leader(s) and OSHR safety staff for actions that can be taken to minimize or eliminate hazards.

To access the Tool, click on this link: [NC OSHR: Flag The Hazard Reporting Tool](#)

The screenshot shows the web interface for reporting hazards. At the top is a dark blue navigation bar with the North Carolina Office of State Human Resources logo, a search bar, and links for NC.GOV, AGENCIES, JOBS, SERVICES, and a notification bell with the number 2. Below this is a purple menu bar with links for Home, Work For NC, State Employee Resources, Policies, News, About OSHR, and Contact. The main content area has a white background with the 'FLAG THE HAZARD' logo at the top center. Below the logo is the heading 'Hazard Reporting'. A note states: 'Fields with an asterisk are required. Fields without an asterisk are optional; however, you will not receive status updates if you do not complete the optional fields.' The form is divided into several sections: 1. Employee Information: Fields for Employee name, Employee work email address, Employee work phone number, Employee supervisor name, Employee supervisor phone number, and Agency (a dropdown menu currently showing 'Administrative Office of the Courts'). 2. Hazard Information: Fields for Address of hazard, Location description, and Type of hazard. The Type of hazard section includes radio buttons for Pedestrian safety, Chemical/biological hazard, Electrical hazard, Environmental (animal, insect, heat/cold), Equipment and tools, Near hit/near miss, Property damage, Slip/trip/fall, and Strike against moving or stationary object, plus an 'Other' text input field. 3. Detailed description of hazard observed: A large text area with a pencil icon for editing. 4. Attach pictures or video (if available): A box with an 'upload' button and the text 'or drag files here.' 5. Has corrective action been taken?: Radio buttons for Yes and No, with 'No' selected. At the bottom is a red 'Submit' button.



## Hazard Reporting

Fields with an asterisk are required. Fields without an asterisk are optional; however, you will not receive status updates if you do not complete the optional fields.

<b>Employee name</b> <input type="text"/> <small>Optional</small>	<b>Employee work email address</b> <input type="text"/> <small>Optional</small>
<b>Employee work phone number</b> <input type="text"/> <small>Optional</small>	<b>Employee supervisor name</b> <input type="text"/> <small>Optional</small>
<b>Employee supervisor phone number</b> <input type="text"/> <small>Optional</small>	<b>Agency*</b> <input type="text" value="Administrative Office of the Courts"/>

### Hazard Information

**Address of hazard\***

**Location description\***  
  
Room name/numbers or proximity to landmark

**Type of hazard\***

<input type="radio"/> Pedestrian safety	<input type="radio"/> Property damage
<input type="radio"/> Chemical/biological hazard	<input type="radio"/> Slip/trip/fall
<input type="radio"/> Electrical hazard	<input type="radio"/> Strike against moving or stationary object
<input type="radio"/> Environmental (animal, insect, heat/cold)	<input type="radio"/> Other <input type="text"/>
<input type="radio"/> Equipment and tools	
<input type="radio"/> Near hit/hear miss	

**Detailed description of hazard observed\***

**Attach pictures or video (if available)**  
 or drag files here.

**Has corrective action been taken?**  
 Yes  No

1. Enter employee/  
supervisor information.

**Employee and supervisor  
fields are optional for  
anonymous reporting.**

Anonymous reports will not  
receive feedback from the  
supervisor and/or OSHR  
Safety Staff.

2. Enter specific hazard  
information.

3. Attach pictures and/or  
videos (optional).

4. Indicate whether  
corrective action has been  
taken.

5. Click submit.