

Workplace Safety Issue Report

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Department: [Your Department]

Subject: Workplace Safety Issue Report

Issue Description

[Provide a detailed description of the safety issue, including location, nature of the issue, and any potential risks involved.]

Timeline of Events

[Outline the timeline of events leading up to the report, including when the issue was first noticed and any previous actions taken.]

Recommendations

[Offer any recommendations for addressing the issue or preventing future occurrences.]

Attachments

[List any attached documents or photographs that support the report.]

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]