

*Health and Safety at Work etc Act 1974
Safety Representatives and Safety Committees Regulations 1977*

Safety representatives: report forms

- NB
- 1 A copy of each completed form should be retained by the safety representative
 - 2 A copy of each completed form should be given to the employer (or his/her representative)

Number

Safety Representative: Report Form

Notification to the employer (or his representative) of conditions and working practices considered to be unsafe or unhealthy and of arrangements for welfare at work considered to be unsatisfactory.

This column to be completed by the employer

Date and time of inspection or matter observed	Particulars of matter(s) notified to employer or his representative (include location where appropriate)	Name(s) of safety representative(s) notifying matter(s) to employer (or his representative)	Remedial action taken (with date) or explanation if not taken. This information to be relayed to the safety representative(s)

(This record does not imply that the conditions are safe and healthy or that the arrangements for welfare at work are satisfactory)

Signature(s) of safety representative(s)

Date

Record of receipt of form by the employer (or his representative)

Signature

Date