

# Safety Complaint Log Form Sample

The **safety complaint log form sample** is a vital tool designed for documenting and tracking workplace safety concerns efficiently. It ensures that all safety issues are recorded systematically, promoting a safer work environment. Using this form helps organizations respond promptly to hazards and maintain compliance with safety regulations.

Date of Complaint:

Reported By (Name/ID):

Location of Issue:

Description of Safety Concern:

Risk Level:

Immediate Action Taken:

Responsible Person:

Follow-up/Resolution Actions:

Status:

## Log of Reported Safety Complaints (Sample)

Date	Reported By	Location	Description	Risk Level	Immediate Action	Responsible Person	Follow-up/Resolution	Status
2024-06-15	Jane Smith	Warehouse A	Spilled oil on floor in loading area.	High	Area cordoned, cleaning initiated.	John Doe	Oil cleaned; warning signs placed.	Closed
2024-06-16	Mark Chen	Assembly Line 3	Guard missing on conveyor belt.	Medium	Machine shut down pending repair.	Susan Wu	Guard replaced; operator retrained.	Closed