

Health and Safety Complaint Record Form

This **health and safety complaint record form** sample provides a structured template to document employee concerns effectively. It ensures all safety issues are recorded systematically for prompt investigation and resolution. Using this form helps maintain a safe workplace by promoting transparent communication.

Employee Name:

Job Title/Department:

Date of Complaint:

Description of Health and Safety Concern:

Location of Incident/Concern:

Witnesses (if any):

Immediate Action Taken (if any):

Manager/Supervisor Comments:

Investigation Status:

Resolution/Corrective Actions:

Employee Signature:

Manager/Supervisor Signature:

Submit Complaint

Sample Record Table

Date	Employee Name	Concern	Status	Resolution
2024-06-12	Jane Doe	Blocked emergency exit in warehouse	Resolved	Exit cleared and monitored weekly
2024-06-10	John Smith	Spilled liquids near production area	In Progress	Warning signs posted, cleaning schedule under review