



## Concerns Log Instruction

- A current copy of your committee's Concerns Log should be kept on file at all times. This log is your committee's tool to abating and tracking concerns in your operation.
- Concerns can be generated from many places, such as SWM Check, Defensive Driving Check, Prevention Reports, Facility Audits, DOK and employee concerns which could include wellness, etc.
- Identification and abatement of concerns will allow the committee to see how effective they are and also documents safety progress.

Item # – Numeric assigned to the Concern Item.

Concerns Date – Date the Concern was entered on the Concerns Log.

Type of Concern – Enter Type of Concern

- Employee Health and Safety Committee
- Employee Suggestion
- Facility

Action Steps – This is a summary of the abatement steps for the identified Concern.

Assigned To – Enter the name(s) of the employee(s) assigned to the abatement.

Date to be Resolved – Scheduled date the abatement is planned to be completed.

This date should be within 30-days of Concern Date.

Date Completed – Date the abatement was completed.