

**DISTRICT SAFETY COMMITTEE**  
**REQUEST TO FUND A SAFETY ITEM OR CORRECT A SAFETY HAZARD**

Upon the determination that newly identified safety equipment would be beneficial in eliminating a hazard in the work place, the Safety Committee may be able to assist financially with the purchase of said equipment for use by staff. The request should be brought to the Safety Committee by a supervisor using this form.

The Safety Committee will review and discuss the request and notify the supervisor of their decision. If the equipment is purchased and put into use, the administrator should monitor its effectiveness to determine if this particular piece of equipment should become a standard for all sites/classrooms/departments.

Date: \_\_\_\_\_

Site: \_\_\_\_\_

Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Item or Funding Requesting:

Reason for Request:

How will the item or funding benefit employee health and safety?

Estimated cost (include actual quote with this form) \_\_\_\_\_

Any additional information:

Supervisor Approval: \_\_\_\_\_  
(Signature)

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1. After completing this form obtain supervisor or administrator or approval and signature.
  2. Be sure to include photos, documentation, and cost information to substantiate any purchase.
  3. Forward your request to the Safety Coordinator.

Approved

Not Approved: Reason: \_\_\_\_\_