

# SAMPLE COVID-19 WORKPLACE HAZARD LOG

TIME AND DATE	LOCATION	DESCRIPTION OF HAZARD	ACTION BY MANAGEMENT	WITNESSED BY
3:30 P.M., 6-10-2020	Store entrance	Customers were allowed in the store without wearing masks	Floor supervisor was advised, but he did not ask the customers to leave the store. Required to help each customer for about 30 minutes. Occurred eight times today.	Mark S., Juanita P., Devon L.
8 A.M., 6-11-2020	Employee break room A	Hand sanitizers were empty	Front end supervisor was asked to bring refill, and he said they were all out. Update on 6/25/20—still no hand sanitizer.	Devon C.
12:15 P.M., 6-11-2020	Delivery dock B	Jennifer M. said she was feeling sick and asked to leave	Management did not allow her to leave when she showed symptoms. She worked six hours of her remaining shift.	Mark S., Juanita P.

**NOTE:** Taking photographs at work can place your job at risk. Only take photos when you are confident you can do so safely, you know for certain your employer does not have a workplace rule that prohibits taking photos and the photo strongly supports your notes.

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