Indoor Environmental Quality (IEQ) Concern Report

Please complete this form in its entirety to initiate an indoor environmental quality investigation. Submission of a concern report is according to internal departmental procedures, found on Health, Safety & Environment’s webpage: https://hse.ok.ubc.ca/health/indoorenvqual/. Upon review of this report, follow up action will be taken.

(Please Print) Name: ___________________________ Job Title: ___________________________
Telephone: ___________________________ E-mail: ___________________________
Building: ___________________________ Specific Location of Concern: ___________________________

Describe the nature of your concern in detail:

Are you experiencing any health concerns or conditions that you feel are related to this report?  □ yes  □ no
Have you been absent from work as a result of these health concerns or conditions?  □ yes  □ no

List all causes you might suspect:

What action would you recommend:

Are you aware of any other individual that may be affected?  □ yes  □ no
If so, please ask them to fill out a Concern Report following internal departmental procedures.

Completion of this form will initiate an investigation with Health, Safety & Environment

Concern registered by: ___________________________ Date: ___________________________
Signature

_____________________________________________________________________________________

THIS SECTION TO BE COMPLETED BY RISK MANAGEMENT SERVICES

Date received: ___________________________ By Whom: ___________________________

Further Action Required:

HSE: ___________________________
Facilities Management: ___________________________ Work Order #: ___________________________
WRAP: ___________________________

Last Updated: April, 4 2022

***This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. This information will become part of the Indoor Environmental Quality records. If you have any questions about the collection or use of this information, please contact Health, Safety & Environment at hse.ok@ubc.ca