

### HAZARD REPORTING FORM

Employees, users, and associated organizations of The Ohio State University Airport are encouraged to use this form to submit safety hazards that may have been observed or encountered. Information collected on these hazards will be used to determine trends and hotspots that could be potential safety risks. The form can be submitted anonymously, if desired. The system is designed to be non-punitive, and the information collected will remain internal. Please complete the form and submit via the provided envelope..

**Date/Time of Observation:** \_\_\_\_\_

**Reported By (optional):** \_\_\_\_\_

**Dept./Org. (optional):** \_\_\_\_\_

**Location Description:** \_\_\_\_\_  
\_\_\_\_\_

**Location on Crash Grid:** \_\_\_\_\_  
(refer to back of form)

#### HAZARD DESCRIPTION

*Please Check One*

- Wildlife Incursion..... [ ]
- Aircraft Incursion..... [ ]
- Ground Vehicle/Pedestrian Incursion..... [ ]
- Ramp Safety..... [ ]
- Other..... [ ]

**Objects Involved:** \_\_\_\_\_  
\_\_\_\_\_

**Persons Involved:** \_\_\_\_\_  
\_\_\_\_\_

**Wildlife Involved:** \_\_\_\_\_  
\_\_\_\_\_

**Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instructions for Use of Hazard Reporting Form

Please complete all fields with as much detail as possible about a hazard that was encountered. The hazards could be anything that was seen or encountered on the ramp or airfield of the OSU Airport that you felt was a threat to safety.

Examples of hazards could be vehicles seen driving too fast, confusing taxiway/runway intersections, confusing/unsafe procedures, wildlife incidents, or anything that was felt to be a threat to safety.

Use of this hazard reporting form is completely voluntary, and is non-punitive. It may also be completed anonymously, if desired. The goal of this hazard reporting process is to gather data from users of the OSU Airport in an effort to increase safety. OSU Airport is in the process of a Safety Management Systems (SMS) Implementation Study, which has been commissioned by the Federal Aviation Administration. Input from stakeholders like you is critical to obtaining an accurate picture of where safety risks exist.

Once you have completed your form, please return it to Dale Gelter via the Customer Service Desk, fax it to 614-292-5159, or email to [dgelter@osuairport.org](mailto:dgelter@osuairport.org).

**Thank you for your time, participation and commitment to aviation safety!**