



**Heartland
Division SIRP
Safety Issue Resolution Process
Reporting Form**



EMPLOYEE REPORTING INFORMATION

Date _____

(Submit your name & contact information to receive updates & correspondence concerning this issue)

Employee Name _____ Employee ID _____

E-mail _____ Phone _____ Cell _____

Craft _____ Home Terminal _____ Subdivision _____

SAFETY ISSUE REPORT DETAILS

(Report all safety issues or risks ASAP to Dispatcher, Yardmaster, and/or BNSF Officer for immediate protection)

Location/Station _____ Subdivision _____

Milepost, Track Name, Distance from identifiable point _____

Description of Safety Issue or Risk _____

Suggestions to Correct Issue or Risk _____

Forward the original copy of this form to a **BNSF Officer** to properly protect risk and log issue. Issues must be logged within 24 hours. You will receive a letter or email when the issue is logged, updated, and resolved. If you do not receive a letter, or if the issue is not **protected or properly closed**, contact a union Safety Representative or Chris Musgrove, Superintendent of Safety and Operating Practices.

Original to BNSF Officer _____ Date _____

Copy to union Safety Representative _____ (Keep a copy for yourself)

Don Lee HLA Manager of Safety Donald.Lee2@BNSF.com

Luke Roberson HLA Manager of Safety James.Roberson3@BNSF.com

Chris Musgrove Superintendent of Safety and Operating Practices

Chris.Musgrove@bnsf.com

RISK- IDENTIFY, COMMUNICATE, AND PROTECT