

Employee feedback form

Use this form to record any work health and safety hazards, and comments or suggestions for improvement regarding services, processes, and procedures.

Please forward the completed form to the Manager or Program Supervisor.

Employee details	Name: James McMahon Date: 13/08/20XX Contact no: 0412 345 678
Feedback details <i>(Please record your comments or suggestions)</i>	As a result of intake assessments being conducted over the phone near the reception area, a client has reported overhearing personal, confidential information while waiting in the reception room for her appointment. Intake assessments should be conducted in a closed office to ensure client privacy and confidentiality.
Action taken <i>(To be completed by Manager or Program Supervisor)</i>	