

UNIVERSITY OF TOLEDO

SUBJECT: REPORTING SAFETY AND HEALTH CONCERNS

Procedure No: S-08-030

PROCEDURE STATEMENT

Employees are urged to report any safety and health concern or perceived unsafe situation to their immediate supervisor. This can include, but is not limited to: reporting incidents of property damage, occupational illness, and patient, personnel or visitor injury.

Incidents such as those just described that are deemed to be serious should be reported immediately to either the Safety & Health Department during normal business hours (x5069) on the Health Science Campus; x3600 on Main Campus, or to the Campus Police Department at any other time (x2600). Any incidents perceived to be an emergency should be reported immediately to emergency number "77" on the Health Science Campus; x2600 on Main Campus (the "77" number is for HSC on-campus buildings and GMC only; the Educare Center should call 9-1-1 for emergency assistance).

PURPOSE OF PROCEDURE

To promote a safer work environment by increasing the awareness of safety and health issues needing to be addressed and bringing them to the attention of management for resolution.

PROCEDURE

1. Any employee who has an safety and health concern or is aware of an apparent unsafe situation should report it, in writing if time permits, to his/her immediate supervisor who will then appropriately address the concern or situation.
2. Managers shall report any significant concerns brought to their attention and subsequent resolutions to the Safety & Health Department.
3. If an employee believes a concern or unsafe situation has not been addressed in a timely or adequate manner, he/she is encouraged to bring it to the attention of a safety committee member, who will take it to the safety committee for discussion and follow-up.
4. Section 4167.06(A) of the Ohio Revised Code provides that a "public employee acting in good faith has the right to refuse to work under conditions that the public employee reasonably believes present an imminent danger of death or serious harm to the public employee, provided that such conditions are not such as normally exist for or reasonably might be expected to occur in the occupation of the public employee."
5. Any employee exercising the right of refusal to work under conditions that the employee reasonably believes present an imminent danger of death or serious harm to the employee must notify by written statement the Division of Occupational Safety and Health in the Ohio State Department of Industrial Relations, as described in Section 4167.06 (B) of the ORC. Failure to comply with this notification could result in disciplinary action.
6. The employee who refuses to work as indicated in paragraph 5 above will not be disciplined if the employee has requested from his/her immediate supervisor that the condition be corrected but it remains hazardous and proper notice by that employee has been filed with the Division of Occupational Safety and Health as indicated in paragraph 5 above.
7. All employees and supervisory staff are encouraged to work together internally and in a timely manner to resolve safety and health concerns.

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Source: Human Resources
Safety & Health Committee

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