

# 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 the Environmental Health and Radiation Safety Department during normal business hours at 419-530-3600 or to the University Police Department at any other time 419-530-2600.

## 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

- A. Any employee who has a 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.
- B. Managers shall report any significant concerns brought to their attention and subsequent resolutions to the Environmental Health and Radiation Safety Department.
- C. 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.
- D. Ohio Public Employment Risk Reduction Program (PERRP) mandates that any University of Toledo employee acting in good faith has the right to refuse to work under conditions reasonably believed to present an imminent danger of death or serious harm, provided that the condition is not such as would normally exist or reasonably might be expected to occur in the normal and regular duties of the public employee. (See [Procedure #S-08-033, Right of Refusal to Work.](#))
- E. All employees and supervisory staff are encouraged to work together internally and in a timely manner to resolve safety and health concerns.

Source: Human Resources  
Safety & Health Committee

Effective Date: 1/6/86

Review/Revision Date: 3/11/96  
2/9/99  
4/10/02  
5/1/04  
2/1/05  
1/18/08  
1/10/11  
12/11/13  
10/19/16  
10/18/19