

# University of Tennessee Safety Procedure

Program Subject: <b>Reporting Safety Hazards and Near Misses Procedure</b>	Reviewed/revised: 6/20/11
Area Affected: All Areas on Campus	Date Effective: 11/1/2008
Contact Information: Program Owner: Environmental Health and Safety	

## 1.0 Purpose and Scope

The University of Tennessee (UT) recognizes the need to provide a method for employees to report potential health and safety hazards or concerns. All reported concerns will be addressed, investigated and corrective measures taken when necessary. Employees are free from retaliatory or disciplinary actions for reporting safety concern.

No employee shall be discharged or discriminated against because such employee has filed any complaint or instituted or caused to be instituted any proceedings or inspections under, or relating, to this program.

For the purposes of this document the phrase “safety hazard” shall also include health hazard and environmental hazard. In addition, near misses or non-injury accidents are covered by the standard.

New employees shall be informed of the process of reporting hazards during orientation.

## 2.0 Procedure

- 1) All safety hazards should be reported to the employee’s immediate supervisor as soon as possible. Work within the department to resolve the issue, if possible. Supervisors are encouraged to contact Environmental Health and Safety if there is no clear solution or if additional guidance is needed.
- 2) If the matter cannot be adequately addressed, the individual may contact Environmental Health and Safety (EHS).
- 3) Safety concerns may be reported by telephone, fax, e-mail, written letter or in person to any EHS staff member.
- 4) Safety, occupational health hazards or environmental concerns may be e-mailed to: [safety.utk.edu](mailto:safety.utk.edu)
- 5) Concerns may be reported confidentially and should be so indicated when reporting. Every effort shall be made to protect the identity of the person making the complaint.
- 6) EHS shall log reported workplace hazard complaints. Quarterly reports of reported safety hazards shall be included on the EHS quarterly metric.
- 7) EHS shall address the concern in a timely manner and take appropriate action.

- 8) A record of communiqués and associated information shall be maintained in the building file by EHS for at least three years.
- 9) Feedback and updates shall be submitted to the individual filing the complaint if a request it made.
- 10) All near misses (also known as a close call or non-injury accident) should be reported in a manner similar to other hazards.

### **3.0 Training**

New staff shall be apprised of the hazard reporting process during their department's orientation.

### **4.0 Recordkeeping**

Reported safety hazards, including associated files, communiqués and other information shall be kept by EHS for a period of at least three years.

### **5.0 Standards**

None

### **6.0 Forms**

EHS Service Request Form found on: [ehs.utk.edu](http://ehs.utk.edu)

### **7.0 Disclaimer**

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