

DIN: 6020-2-01

Name of Process: Reporting Health and Safety Hazards and Violations

Purpose

This process facilitates the timely reporting, evaluation and remediation of safety hazards/violations at Northwest Technical College.

Scope

This process applies to all administration, faculty, staff, learners and visitors at Northwest Technical College.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Safety violation	Any action or physical condition prohibited by law or regulation or which poses a threat to a person's physical or emotional wellbeing.
Safety Incident Report	A form used to document a safety concern/violation
Safety Notice	A notice to cease an action or correct a situation identified as unsafe.
Timely manner	A reasonable period of time allowed for the correction of a safety violation. This period of time can vary from "immediate" to "deferred" depending on the seriousness and urgency of the hazards involved..

Process

The table below describes responsibilities for this process:

Stage	Who	Description	
1	Anyone	Reports safety concern/violation to Facilities Services Supervisor (or designee) using the 6020-4-01 Safety Incident Report.	
2	Facility Services Supervisor/ Designee	IF: Situation is not corrected in a timely manner	THEN: refer the matter to the Division Chair or unit supervisor for resolution
		IF: The division chair or unit supervisor fails to take action in a timely manner, or, despite his/her intervention the safety issue/concern is still not resolved in a timely manner.	THEN: refer the matter to the Dean for timely resolution

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3	Dean	Direct correction of the safety issue/concern to the appropriate personnel with a deadline for resolution. Monitors timely resolution of the safety issue/concern.
4	Safety Committee	If the safety concern is still not addressed in a timely manner after the Dean's intervention, the Safety Committee may, after consultation with the Dean, refer the matter to the President.
5	President or Designee	Assure that the appropriate personnel resolve the safety issue/concern by a deadline set by the president or implement appropriate correction/disciplinary measures.

Supporting references

Listed below are college documents that support this process:

[6020-1-01 Health and Safety Policy](#)

6020-4-01 Safety Incident Report

6020-4-02 Safety Notice

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