

**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, students and visitors at Northwest Technical College.

**Definitions**

The following is a list of key definitions:

<b>Term/Phrase</b>	<b>Definition</b>
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:

<b>Stage</b>	<b>Who</b>	<b>Description</b>	
1	Anyone	Reports safety concern/violation to Facilities Director or VP of Academic Affairs using the 6020-4-01 Safety Incident Report.	
2	Facilities Director / Security Coordinator	Investigates report and if necessary issues a safety notice to the person responsible for the violation (Form 6020-4-02 Safety Notice)	
		IF: Situation is not corrected in a timely manner.	THEN: Refer the matter to the Department Chair for resolution.
		IF: The Department Chair 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 VP of Academic Affairs for timely resolution.

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3	VP of Academic Affairs	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 VP of Academic Affairs' intervention, the Safety Committee may, after consultation with the VP of Academic Affairs, 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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