



Procedure for Investigation of Employee Safety Concerns

The purpose of this procedure is to provide employees with a resource for requesting an investigation of a suspected unsafe working condition.

Employee Request

If an employee believes that a work situation is unsafe, a request for an investigation of the situation may be made by filling out Section I of the *Investigation of Employee Safety Concerns* form. The investigation form is available through the Department of Environmental Health and Safety (EHS) located at AJH 130, ext. 5126. The completed request should be submitted to the employee's immediate supervisor.

Supervisor's Role

If the immediate supervisor is a member of a bargaining unit (union member); the request form will be forwarded to a non-union management employee. If the immediate supervisor is a non-union management employee, he/she will take responsibility for the proper consideration of the request.

Identification of Investigator

The management employee in the department may carry out the required investigation. This should be done only when the manager feels qualified to execute the investigation, feels competent to make the report, and is willing to accept responsibility for the results. If this management employee does not assume the role of the investigator, the request should be immediately deferred to EHS, who will carry out the investigation or designate an appropriate investigator.

Role of the Investigator

The assigned investigator shall promptly look into the situation specified by the reporting employee and will complete and sign Section II of the *Investigation of Employee Safety Concerns* form.

Report Distribution

Copies of the completed investigation form shall be provided as appropriate, but at a minimum shall be distributed to the:

- Reporting employee
- Immediate supervisor
- Management supervisor
- EHS