PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

PP/OP 02.13: Safety Hazard/Suggestion Reporting

DATE: March 25, 2010

PURPOSE

The purpose of this Physical Plant Operating Policy and Procedure (PP/OP) is to establish policy and procedures for reporting safety suggestions and hazards. These include work procedures, equipment in use, vehicle operation, shop conditions, job site conditions, and any other existing potential causes of accidents on Texas Tech University property.

REVIEW

This PP/OP will be reviewed in March of each even numbered year (ENY) by the associate director for business office and material resources – physical plant and recommendations forwarded to the managing director – physical plant.

POLICY AND PROCEDURE

1. Intent

   a. Reduce accidents and injuries by removing unsafe conditions and work processes from the workplace.

   b. Keep Physical Plant administration advised of any hazards that may require special funding for correction.

   c. Establish a method of reporting to Environmental Health and Safety those conditions outside the Physical Plant area of responsibility, which could result in a fire, safety, or health hazard.

   d. To identify safety hazards not related to one's own assigned job responsibilities.

   e. Provide a means for employees to document suggestions, ideas, and recommendations for improving the departmental safety program.

2. General Procedures

   a. Employees should complete the Safety Hazard/Suggestion Report Form precisely and legibly (preferably typed or in ink) and forward to the Safety Office. The employee will have a copy of the report returned to them once action has been taken. (See Attachment A)

   b. The Safety Office will then forward the Hazard/Suggestion Report to the
individual's supervisor or foreman for comments and/or corrective action(s). The supervisor/foreman should sign the report form in the space provided.

c. The supervisor/foreman will then forward the Hazard/Suggestion Report Form to their area superintendent and department director for review and approval. Each should sign the form in acknowledgment. If the identified hazard is the responsibility of a section within the Physical Plant, a work order should be specified on the form. If the hazard is the responsibility of another university department, the report should be noted as "Refer to Environmental Health and Safety for corrective action."

d. The Hazard/Suggestion Report Form is then returned to the Safety Office. Upon receipt, a log number is assigned and entered into the permanent hazard/suggestion report data analysis.

If the report form identifies a safety suggestion, the recommendation will be considered by the appropriate section for implementation.

All identified hazards are reviewed on a quarterly basis by the Safety Office for completion of corrective action taken.

e. If the hazard is the responsibility of another university department, the Hazard Report will be forwarded to Environmental Health and Safety for corrective action(s).

3. Applicability

a. The managing director – physical plant is responsible for supporting the Hazard/Suggestion Reporting Program and review as required.

b. The Safety Office is responsible for processing Hazard/Suggestion Report Forms promptly and forwarding to appropriate parties, maintaining permanent records of all forms, and review corrective actions that have been taken on all hazard reports received on a quarterly basis.

c. Supervisors/foreman are responsible for reporting any hazards they are unable to correct to their superintendents/director and processing of Hazard/Suggestion Report forms promptly, not to exceed five days.

d. All employees are responsible for participating in the Hazard/Suggestion Reporting Program to identify existing hazards in the workplace and provide suggestions for improving the current safety program.
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<td>Associate Director</td>
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Approved: __________________________

Reviewer

Approved: __________________________

Managing Director – Physical Plant