

Safety Concern Referral Form Instructions

- Step 1 If you have a safety concern, first complete a work order to try to resolve at the building level with the Head Custodian and Building Administrator. If this cannot be resolved at this level, then proceed to step 2.
- Step 2 Fill out a Safety Concern Referral Form and submit to your building Safety Committee Representative. The form and these instructions can be found on the SLSD website under Files & Documents / Safety Committee / General Information.
- Step 3 The building Safety Committee Representative will review with person presenting the concern. Both will sign and date. The form is then duplicated and presented at the next monthly Safety Committee Meeting.
- Step 4 The concern is discussed by the entire Safety Committee to determine the following:
- a. Not a legitimate safety issue. The completed form is returned to the person who submitted the concern with an explanation.
 - b. The concern is a legitimate safety issue. The following Safety Committee Action Plan is followed until the issue is resolved.

Safety Committee Action Plan

- Step 1 The committee Chairman informs the building Administrator of the concern along with the person submitting the concern.
- An onsite inspection / discussion meeting is set with a few members of the Safety Committee, the building Administrator and person submitting the concern.
- Step 2 Prior to the inspection meeting, review any pertinent laws or regulations that may apply to this concern. (i.e. PDE, Labor & Industry, Building Codes, etc.)
- Step 3 The appointed members of the Safety Committee meet with the concerned parties to discuss all pertinent data. Safety Committee members may offer suggestions on how to eliminate the issue if no clear code requirement or enforcement is required.
- Step 4 Safety Committee will issue a written report of the proceedings to include the recommendations made by the Committee. Copies of this report will be issued to the Director of Support Services, Building Administrator, Safety Committee and the individual submitting the concern.
- Step 5 A final meeting should be held with all parties to discuss the findings and the resolution of the issue. All parties should sign in agreement or disagreement regarding the resolution.
- Step 6 Revisit the area to ensure that the solution has been completed.
- Step 7 Close the file.