

Procedure 4.1515

Reporting Crimes Health and Safety Issues Procedure

Weekdays -- Extension 6444 or 943-8721

Saturdays, Sundays, & Holidays – 943-8721

The following should always be reported to Campus Police via the phone numbers listed above.

If you are the victim of a crime:

1. You have something stolen from you personally, or, if school property is missing from your work area, remember, you should consider it stolen, if you have made an extensive search and cannot locate the item. Remember, the value or lack of value of an item should not be a factor in deciding whether it should be reported.
2. You are threatened or verbally abused
3. You are assaulted
4. You are involved in a hit & run.
5. You are involved in a traffic accident or incur vehicle damage while on campus.

If you witness or have knowledge of the following:

1. Theft
2. Vandalism
3. Threats/ arguments/ verbal abuse
4. Assaults
5. Drugs and alcohol
6. Traffic accidents/ traffic violations/ speeding

Or

If you have knowledge of health & safety non-compliance issues involving the following:

1. Chemical safety data sheets
2. Electrical hazards
3. Missing machine guards
4. Infectious disease control
5. Personal protective equipment
6. Indoor/outdoor lighting
7. Indoor air quality
8. Slip/trip/fall hazards
9. Improper storage
10. Non-compliance by contractors

You should always report, if you have been injured

Procedure

You should always report, if you have been exposed to blood and/or other bodily fluids.

References

Legal References: *OSH Act of 1970 – General Duty Clause – Section 5*

SACSCOC References: *CS 3.11.2*

Cross References:

History

Senior Staff Review/Approval Dates: *11/9/2015*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *11/9/2015*