

College of Agricultural and Life Sciences Procedures for Reporting Safety Hazards

Every faculty and staff member within the college has the responsibility of reporting situations or conditions that are potential safety hazards. The College of Agricultural and Life Sciences is committed to making the work environment safe for employees and students. Persons bringing safety issues forward can do so without fear of retribution.

The following is the recommended procedure to follow in reporting safety hazards.

1. **If the safety hazard is a serious hazard needing immediate attention, contact Environmental Safety and Health directly (208-885-6524).** If the safety hazard involves the need for maintenance or repair of a CALS facility, contact Facilities directly (208-885-6246). If the hazard involves a CALS procedure, practice or equipment, the first step is to notify the immediate supervisor. If the issue cannot be resolved, then contact the Unit Safety committee chair or the appropriate department or unit head. If the safety concern is reported to the committee chair verbally, please follow-up by completing a CALS safety concern form (see Appendix A) and forward a copy to the chair of the CALS Unit Safety Committee; this form will then be used to document and forward the committee's recommendations/actions on to the associate dean and director of the Idaho Agricultural Experiment Station, and to track the concern until it is resolved. Copies of the CALS safety concern form may be found on the CALS website at: <http://www.uidaho.edu/cals/services/resources/safety-training-and-resources>. A similar form that may also be used for this purpose can be found at the EHS website: <https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/occupational-safety/committees/forms>. If a person wishes to maintain their anonymity they can submit an unsigned safety concern form following the procedures described above, however, this practice is generally discouraged as this constraint can make it much more difficult for the committee to investigate related issues and help resolve the concern in a timely manner.
2. If the hazard is not serious and does not directly involve CALS, notify the Environmental Health and Safety office (208-885-6524, safety@uidaho.edu) in writing (also verbally if appropriate). While it is not necessary to copy the chair of the CALS Safety Committee, this action might make everyone aware of all safety concerns and expedite action being taken.
3. If an accident has occurred use the information described in "What to Do in Case of an Accident" under Policies, Guidelines & Procedures at: <http://www.uidaho.edu/cals/services/resources/safety-training-and-resources> as a guide for dealing with the situation. This information can also be found at the EHS website at: <https://www.uidaho.edu/infrastructure/pss/ehs/safety-programs/occupational-safety/accident-and-incident-reporting>.