**Guidance for Adding a Link on Department Webpage to Report an EHS Concern**

The University has developed various tools to assess and manage hazards identified throughout our campuses, grounds, and buildings. However, for the potential hazard to be addressed it must first be identified. The Department of Environmental Health and Safety serves as the primary contact to help address hazards or concerns raised by the University community.

The EHS website provides different methods to contact our staff regarding specific program questions including Indoor Air Quality, Odor Complaints, Spills & Releases, and Chemical Safety. There is also an option to submit a concern through the “Contact Us” portal (*both with contact information or anonymously*).

If an Academic/Work Unit elects to add a section on their website for reporting EHS issues directly to a designated individual/group within their organization, we recommend including the following information:

* Reference that immediate/imminent issues should be communicated to the appropriate groups for response
* Brief description for the type of issue(s) to report

* Reporting Form with core set of information to collect including:
* Name and contact information (phone or email address)
* Date and location of observed issue
* Description of issue or concern
* Defined process to manage submissions including escalation to EHS
* Reference to the EHS Contact Us website
* A defined internal mechanism to manage submissions

EHS supports issues be addressed at the local level to demonstrate their commitment to safety and enhance response rates. Therefore, the mechanism to review submissions and associated corrective action strategy (e.g., routing, WO submission, follow-up, etc.) should be outlined. This should include, as appropriate, a process to communicate directly with submitter to close-out issue as necessary.

Examples of Reporting Concerns

The examples below are the type of issues that could be submitted through this local reporting mechanism:

* + Indoor Air Quality concerns/questions
	+ Near Miss reports – injuries, equipment damage, etc.
	+ Questions on department safety programs
	+ Request for contacts regarding a specific issue (e.g., ergonomics, PPE usage, etc.)
	+ Request for an EHS review of a task, procedure, or chemical
	+ Safety observation regarding an employee, contractor, or student
	+ Issues associated with department’s Integrated Safety Plan or Safety Committee activities
	+ Report of an unsafe condition identified within the area
	+ Questions associated with potential chemical exposures
	+ Construction/Renovation safety related questions/concerns
	+ Obtaining employee specific Personal Protective Equipment (PPE) – prescription safety glasses, safety shoes, etc.
	+ Conduct ergonomic or noise assessments