**Hazard Reporting**

*Effective: July 2025*

**1. Purpose**

This policy establishes a clear and accessible process for reporting potential hazards at Pierpont Community and Technical College (PCTC) to ensure the safety and well-being of all students, staff, faculty, and visitors. Prompt identification and correction of hazards help maintain a safe learning and working environment.

**2. Scope**

This policy applies to all employees, students, contractors, volunteers, and visitors at all campuses and facilities operated by PCTC.

**3. Definitions**

* **Hazard:** Any condition, practice, behavior, or substance that may cause injury, illness, or property damage (e.g., wet floors, exposed wiring, blocked exits, chemical spills, broken furniture).
* **Near Miss:** An incident where no injury or damage occurred, but could have under slightly different circumstances.

**4. Responsibilities**

* **Employees and Students:** Must report observed hazards immediately to ensure timely mitigation.
* **Supervisors and Department Heads:** Responsible for taking prompt corrective actions or escalating issues.
* **Facilities and Safety Office:** Maintains the hazard reporting system, investigates reports, and ensures timely resolution and follow-up.

**5. Reporting Procedure**

1. **Immediate Danger:**
	* Call 911 (or campus security) if the hazard poses an immediate risk to life or property.
2. **Non-Emergency Hazards:**
	* Report using one of the following methods:
		+ **Email:** jkosik@pierpont.edu
		+ **In-Person:** Report directly to the Safety Manager or any staff supervisor.
3. **Anonymous Reporting:**
	* Reports may be submitted anonymously, although contact information is encouraged to allow follow-up if needed.
4. **Information to Include:**
	* Description of the hazard
	* Exact location
	* Date and time observed.
	* Any actions already taken (if any)

**6. Investigation and Follow-Up**

* The Facilities and Safety Office will assess all reported hazards within **2 business days**.
* Urgent hazards will be prioritized for immediate response.
* Non-urgent issues will be scheduled for corrective action.
* Feedback will be provided to the reporting party (if contact info is provided) once the issue is resolved.

**7. Non-Retaliation**

PCTC prohibits retaliation against any individual who, in good faith, reports a hazard or safety concern.

**8. Training and Awareness**

All students and employees will be informed about this policy during orientation and through annual training refreshers.

**9. Policy Review**

This policy will be reviewed annually and updated as necessary to reflect changes in procedures, contact information, or regulatory requirements.