



*CITY OF GRAND RAPIDS*

# ADMINISTRATIVE POLICY

NUMBER: 78-02	DATE: 1978
REVISIONS: 8/17/82; 11/26/90	
ISSUED BY: City Manager	SIGNED: <i>W. M. F. - W. M. F.</i>

**SUBJECT: SAFETY OBSERVATION REPORTS/SAFETY COMPLAINTS**

**PURPOSE:** To establish a procedure for reporting occupational and other safety hazards.

**POLICY:**

1. Form 2001R2 - SAFETY OBSERVATION REPORT is used to report unsafe conditions or unsafe procedures. This revised form may be used by any City employee. The following procedures should be followed:

- a. Safety Observations. When an employee observes an unsafe condition or unsafe procedure the employee should promptly report such hazard to the employee's immediate supervisor.
- b. Safety Observation Reports. If the employee's concerns are not resolved at step a, then the employee should complete the Safety Observation Report Form 2001R2 according to the instructions thereon.

If the matter remains unresolved, the employee may request a meeting with the supervisor at which a representative of his or her union may attend. Supervisors should notify their department head of the employee's observation so that the department head will have an opportunity to respond.

- c. The Risk Manager or his designee shall perform an appropriate investigation of all complaints received. He or she shall coordinate his/her findings and recommendations with the department head concerned and the Labor Relations Office staff. He or she shall inform the employee and the department head what action is recommended.

2. When a hazard to be reported involves mechanical defects of vehicles or mobile equipment, the initial report should be made to the Motor Equipment System on repair ticket forms available at the garage. If, after a reasonable period of time, no action is taken to repair the defect, a Safety Observation Report Form may be used to initiate a complaint and should be directed to Risk Management.