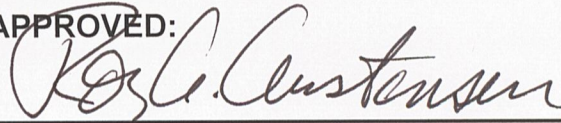


Policy No. VU-003

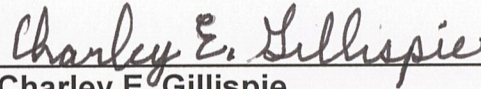
REPORTING OF UNSAFE CONDITIONS

Date: March 27, 2007

APPROVED:



Roy Austensen  
Provost and Vice President  
Academic Affairs



Charley E. Gillispie  
Vice President  
Administration and Finance

POLICY STATEMENT

Valparaiso University is committed to providing a safe and healthy environment for its students, faculty, staff and visitors. In order to ensure a safe environment, it is important that all members of the campus community are alert to unsafe conditions and that these conditions are reported as soon as possible. It is the responsibility of all faculty, staff and students to report unsafe conditions when encountered.

PROCEDURE

Unsafe conditions can be reported in the following ways:

**A. Faculty and staff** should report an unsafe condition by:

1. Completing the "**Campus Awareness Form**" located on the main bulletin board of each building. Send the form in campus mail to Facilities Management (Attn: Work Order Desk).

OR

2. Contacting VUPD (911) for **EMERGENCY SITUATIONS**.

OR

3. Completing a work request on line at [www.intra.valpo.edu/depts/vpad/pps/](http://www.intra.valpo.edu/depts/vpad/pps/). Type Safety Manager's name in the Supervisor Email Box ([Don.Wilson@valpo.edu](mailto:Don.Wilson@valpo.edu)). Leave the account number blank and indicate "**Safety Hazard**" on the work request for items that need immediate attention.

OR

4. Safety hazards can be reported anonymously at [www.ethicspoint.com](http://www.ethicspoint.com).

3/21/2007



**B. Students** should report an unsafe condition by:

1. Contacting a Residential Life staff member or VU staff member.

**OR**

2. Completing the "**Campus Awareness Form**" located on the main bulletin board of each building. Send the completed form in campus mail to Facilities Management (Attn: Work Order Desk).

**OR**

3. Contacting VUPD (911) for **EMERGENCY SITUATIONS**.

**C. The Safety Committee** may appoint a sub committee consisting of a representative from VUPD, the Safety Manager and three Safety committee members to conduct an annual University wide survey. The results from this survey will be reported to the Safety committee. For all unsafe conditions found, the sub-committee also shall:

1. Complete a work request on line at [www.intra.valpo.edu/depts/vpad/pps/](http://www.intra.valpo.edu/depts/vpad/pps/).
2. Mark "**Safety Hazard**" on the work request for items that need immediate attention.

**Please direct any questions regarding these procedures to the University Safety Manager at 464-6731.**