

No. 705.1-AR

ADMINISTRATIVE
REGULATION

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

REPORTING OF HAZARDOUS OR UNSAFE CONDITIONS

Recognizing that hazardous or unsafe conditions may develop in any location within the District, and further recognizing that the Board of Education and the Administrative staff needs the support of all employees in addressing potentially hazardous or unsafe conditions, a form for reporting such conditions has been developed. A copy of this reporting form is shown on page 2 of this Administrative Regulation.

Conditions to be reported on this form are those that exist after a reasonable evaluation of the circumstances. In other words, a hazardous or unsafe condition should actually exist.

The reporting form is a four-part form. After completion, the Reporting Employee retains the last copy and submits three (3) copies to the Building Administrator for initial response and/or action. After appropriate evaluation, the Building Administrator records his/her response or action and submits two (2) copies to the Director of Operations and Maintenance. If the report was filed by a member of the Turkeyfoot Valley Area Education Association, the Building Administrator should submit a photocopy of the report to the current president of the TVEA. The Director of Operations and Maintenance will note any follow-up information on the forms, retain one (1) copy for filing, and hold the final copy for a future meeting of the Safety Committee.

Adopted: March 18, 2013