

UT Southern:	
SA0002-S - Reporting Safety and Health Concerns	
Version 1	Publication Date: 10/18/2024

I. PURPOSE

UT Southern supports UT Policy SA0600- Reporting Safety and Health Concerns for reporting safety and health concerns and/or potential problems without fear of reprisal.

II. HOW TO REPORT CONCERNS

- A. UT Southern offers a dedicated email address of safety@utsouthern.edu, which employees can use to easily report unsafe conditions or other campus safety concerns.
- B. The email address of safety@utsouthern.edu will be published on the UT Southern intranet site and accessible to employees.
- C. The identity of any person reporting an unsafe or potentially hazardous condition is kept confidential when requested.

III. UPON RECEIPT OF REPORTS

- A. Recipients of emails to safety@utsouthern.edu are the Director of Safety & Security, HR Director, and the Vice Chancellor for Finance & Administration.
- B. The Vice Chancellor for Finance & Administration, or their designee shall maintain a record of all such complaints or concerns and all actions taken.