

UT - Martin Procedure: SA0600-M Reporting Safety and Health Concerns	
Version: 1	Effective Date: 01/14/2019

1. PURPOSE, APPLICABILITY, AND SCOPE:

- a) UT Martin supports the UT Policy SA0600, Reporting Safety and Health Concerns, for reporting safety and health concerns and potential problems without fear of reprisal.

2. HOW TO REPORT CONCERNS:

- a) To satisfy the requirement in the Policy for each university to “. . . provide and promote a method for employees and other persons to report unsafe or potentially hazardous conditions to the appropriate university authority, including the safety officer,” UT Martin developed an e-mail address, safety@utm.edu, which UT Martin personnel can use to easily report unsafe conditions or other safety concerns.
- b) The e-mail address safety@utm.edu can be found at the Environmental Health and Safety website at <http://www.utm.edu/departments/ehs/index.php>.
- c) Recipients of this e-mail are the UT Martin Safety Officer, the Safety and Emergency Management Coordinator, and the Director of Public Safety.
- d) The identity of the person reporting an unsafe or potentially hazardous condition is kept confidential when requested.