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.