

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

REPORTING AND PROCESSING SAFETY HAZARDS

1. Safety hazards and complaints should be reported using the online reporting tool, SC Aware on the College website. The incident will be automatically routed to the Facilities Management Department, the Campus Police and/or the Chief Human Resource & Risk Management Officer for tracking, reporting, and follow-up.
2. If a safety hazard is believed to be of an emergency nature, the Campus Police should be contacted immediately (extension 4424) so precautionary measures can be taken.
3. The Director of Facilities Operations, Campus Police Chief, and/or Chief Human Resource & Risk Management Officer (or designee) is responsible for making decisions regarding the correction of hazardous conditions, and for insuring that the correction is completed in a timely manner.
4. When a safety hazard has been corrected, the Director of Facilities Operations, Campus Police Chief, and/or Chief Human Resource & Risk Management Officer (or designee) will review and communicate their findings with the Safety Committee (see procedure 1070.3 for Safety Committee responsibility).

Revised—President's Cabinet
June 1, 1983
Retyped—Technical Changes
July 20, 1984
Revised—Cabinet
August 26, 1996
November 13, 2001
Retyped—Title Changes
November 12, 2004
Retyped—Department Name
September 14, 2007
Reviewed—Cabinet
December 1, 2014
Revised—VP and CFO
August 1, 2019
Reviewed—HR & Risk Management
January 27, 2021