

Health and Safety Procedures

This is the procedure for addressing staff health and safety issues/questions as they arise in the buildings in the Township of Union Public Schools.

Building Level

-Concerned person sends email to custodian or designated building representative with picture documentation if possible (up close and distance). You can turn on an option to capture the current date on the picture.

-Concerned person sends a follow up email in 5 school days (*if they have not received communication regarding their complaint*) and cc's the building principal/administrator.

-Concerned person sends a follow up email in 5 school days (*if they have not received communication regarding their complaint*) and cc's the building principal/administrator and the health and safety representative for that building. The designated Health and Safety Representative for each building will have access to School Dude to view work orders that have been placed.

(If concerned staff member is not comfortable with communicating, health and safety committee member may work on their behalf)

Health and Safety Committee Level

-An email is sent to the Manager of Buildings and Grounds from the Health and Safety Committee regarding a specific work order or need for one.

-A follow up email is sent in 5 days (*if they have not received communication regarding the complaint*) from the Committee and cc's the UTEA President.

UTEA President Level

-UTEA President emails the Manager of Buildings and Grounds.

-UTEA President emails the Manager of Buildings and Grounds and cc's the Business Administrator in 5 days (*if they have not received communication regarding the complaint*)

**Final Level - NJEA Intervention