



## Health and Safety Complaint Process Overview

Step	Who	Action	Deadline	Notes
<b>One</b> 	Bargaining unit member and/or CEA Faculty Representative	File health and safety complaint <u>in writing</u> with immediate supervisor or principal	Within five workdays of the occurrence and/or violation	Submit detailed complaint or concern via email to principal/supervisor and cc: <a href="mailto:CEAHealthSafety@ceao.org">CEAHealthSafety@ceao.org</a> For all concerns include room number and location. For HVAC concerns include room temperature, if possible. <b>Request a work order be submitted and include the work order number in the email to CEA.</b>
	Principal or immediate supervisor	Responds in writing	Within ten workdays of complaint filing	If complainant(s) are satisfied with response, process ends. If not satisfied or no response is received, move to Step 2.
<b>Two</b> 	Bargaining unit member and/or CEA Faculty Representative	Appeal health and safety complaint <u>in writing</u> to Director of Buildings and Grounds	Within five workdays of the immediate supervisor/principal's response or due date to respond	Submit appeal via email to Interim Director of Buildings and Grounds, Jeff Roe at <a href="mailto:jroejr@columbus.k12.oh.us">jroejr@columbus.k12.oh.us</a> and cc: <a href="mailto:CEAHealthSafety@ceao.org">CEAHealthSafety@ceao.org</a>
	Director of Buildings and Grounds	Responds in writing	Within ten workdays of complaint filing	If corrective action is identified in the response, then the response must include a <u>planned date of project completion</u> . If complainant(s) are satisfied with response, process ends. If not satisfied or no response is received, move to Step 3.
<b>Three</b> 	Bargaining unit member and/or CEA Faculty Representative	File complaint with Ohio Bureau of Workers Compensation Public Employees Risk Reduction Program (PERRP) using SH-6	N/A	PERRP form SH-6 can be found at: <a href="http://www.bwc.ohio.gov/downloads/blankpdf/SH-6.pdf">www.bwc.ohio.gov/downloads/blankpdf/SH-6.pdf</a> This fillable pdf can be submitted via email to <a href="mailto:perrpcomplaint@bwc.state.oh.us">perrpcomplaint@bwc.state.oh.us</a> When filing, cc: <a href="mailto:CEAHealthSafety@ceao.org">CEAHealthSafety@ceao.org</a>

### What Happens Once a Complaint is Filed with PERRP?

PERRP will notify the employer in writing of the complaint (not including the name of the complainant). The employer must investigate, correct, and respond to the allegations within 30 days. If the employer does not respond, or if PERRP determines the response is inadequate, an inspection of the workplace will result. Two outcomes can result from a complaint inspection.

1. PERRP determines there are not reasonable grounds to believe that a violation or danger exists. If this occurs, the complainant will be notified of the outcome.
2. PERRP identifies violations and issues citations to the employer that require corrective action. If the employer fails to correct identified hazards within the allotted time, they may face fines.