



# HUMBOLDT STATE UNIVERSITY

## Facilities Management

### **Standard Operating Procedure:** FM002-140630

Title: Response to Unit 6 & Other Union Safety Letters of Recommendation

The following procedure shall be followed in reviewing and responding to safety letters of recommendation received by the Facilities Management Safety Committee:

1. All letters of recommendation or safety concerns shall be submitted, in writing, to the Facilities Management Safety Committee.
2. Upon reception, the Chair of the Facilities Management Safety Committee shall enter information regarding the letter in the Safety Recommendation Log, which shall be maintained in a location accessible to all employees. The Safety Recommendation Log shall contain the following information: *Index number, Subject, Date of Entry, Status, Next Action Pending, Description of Resolution, Date Resolved.*
3. Once logged, the Chair of the Facilities Management Safety Committee shall request such be scheduled for review and discussion at an upcoming Facilities Management Manager's Meeting. Requests for adding an agenda item for discussion shall be directed to the Associate Vice President.
4. If the concern as expressed in the letter can be resolved without further investigation or planning, the action will be assigned to the appropriate manager..
  - 4.1 In collaboration with the Associate Vice President and appropriate manager, the Chair of the Facilities Management Safety Committee shall provide a preliminary response outlining the proposed solution to the filing party and said party's shop stewards. Such response shall be issued within two weeks of determining a solution for implementation. Details concerning the proposed solution shall be entered in the Safety Recommendation Log.
  - 4.2 The filing party and said party's shop stewards shall review the proposed solution and confirm such is acceptable within a reasonable period of time. Once confirmed, the solution shall be implemented by the appropriate manager.
5. If more information or further investigation/discussion is needed, such will be assigned to an appropriate manager who shall work to develop viable solutions utilizing established Department and University protocol. Once said solutions are developed, such will be scheduled for discussion at a future Facilities Management Manager' Meeting.

### REFERENCES

Safety Recommendation Log

PLANNING ♦ DESIGN ♦ CONSTRUCTION ♦ SUSTAINABILITY ♦ OPERATIONS ♦ MANAGEMENT

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