

**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