

Clarksville-Montgomery County School System **HEALTH AND SAFETY COMPLAINT PROGRAM**

If an employee feels that he/she is assigned to work where conditions could affect his/her health, safety, or general welfare, he/she should report this to the Risk Manager/Safety Coordinator.

The complaint must be in the form of a letter and give details of the condition(s) and how the employee believes it affects or will affect his/her health, safety, or general welfare. The employee should sign the letter; however, if he/she wishes to remain anonymous, a signature is not required.

Upon receipt of the complaint letter, the Risk Manager/Safety Coordinator will evaluate the condition(s) and institute any corrective action warranted. Within ten (10) working days following the receipt of the complaint, he/she will answer the complaint in writing stating whether or not the complaint is deemed to be valid and if not, why; what action has been or will be taken to correct or abate the condition(s); and a designated time period for correction or abatement. Answers to anonymous complaints will be posted for a period of three (3) working days on bulletin boards or in other places of common passage where the anonymous complaint may be reasonably expected to be seen by the complainant.

If the complainant finds the reply unsatisfactory because the complaint was held to be invalid, the corrective action is felt to be insufficient, or the time period for correction is felt to be too long, he/she may forward a letter to the Risk Manager/Safety Coordinator and to the governing body explaining the condition(s) cited in his/her original complaint and why he/she believes the answer to be inappropriate or insufficient.

The Risk Manager/Safety Coordinator or a representative of the governing body will evaluate the complaint and begin action to correct or abate the condition(s) through arbitration or administrative sanctions or they may also find the complaint to be invalid. An answer will be sent to the complainant within ten (10) working days following receipt of the complaint, or the next regularly scheduled meeting of the governing body following receipt of the complaint, explaining decisions made and action taken or planned.

After the above steps are taken, if the complainant is still not satisfied with the results, he/she may file a complaint with the Commissioner of Labor. Complaints filed with the Commissioner of Labor shall include copies of all related correspondence with CMCSS concerning the issue.

Copies of all complaints and answers thereto will be filed by the Risk Manager/Safety Coordinator who shall make them available to the Commissioner of Labor or his designated representative upon request.