**SECTION:** **SAFETY & HEALTH**

**POLICY:** Dangerous Activity Reporting **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to establish a clear and consistent process for City employees to report any potentially dangerous or unsafe activities, conditions, or behaviors encountered in the workplace. The policy ensures that supervisors are promptly informed so that corrective action may be taken to protect the safety of all employees and the public.

**DEFINITIONS:**

1. Dangerous Activity: Any act, condition, or omission that poses a risk of injury, illness, property damage, or environmental harm. This includes, but is not limited to, unsafe work practices, malfunctioning equipment, hazardous materials, and acts of violence or threats.
2. Supervisor: An employee who is responsible for overseeing the work of others, including making decisions regarding safety and operational procedures.
3. Imminent Danger: A condition or practice that could reasonably be expected to cause death or serious physical harm immediately or before corrective action can be taken.

**APPLICABILITY:**

This policy applies to all employees of the City, including full-time, part-time, seasonal, and temporary workers, as well as volunteers and interns, across all departments.

**PROCEDURES:**

1. Duty to Report
2. All City employees have a responsibility to maintain a safe workplace and are required to promptly report any known or suspected dangerous activity to their immediate supervisor or the next available higher-level supervisor if the immediate supervisor is unavailable.
3. Reports should be made as soon as practicable, especially in situations involving imminent danger.
4. Reporting Procedures
5. Reports may be made verbally or in writing, but written reports are encouraged for documentation purposes.
6. If employees believe the situation poses an immediate threat to life or safety, they must first take reasonable steps to avoid danger and then immediately contact emergency services if appropriate (e.g., 911), followed by notifying their supervisors.
7. Supervisor Responsibilities
8. Upon receiving a report of dangerous activity, the supervisor must promptly assess the situation and take immediate steps to mitigate the risk.
9. Supervisors must notify their department head and, if necessary, police or Human Resources, depending on the nature of the issue.
10. Supervisors must document the report and any corrective actions taken.
	1. No Retaliation: Employees who report dangerous activity in good faith shall be protected from retaliation.
11. Anonymous Reporting: While employees are encouraged to report concerns directly to supervisors, the City shall maintain a mechanism (e.g., anonymous hotline or reporting form) for employees to report dangerous activity anonymously, when necessary.