




Health and Safety Complaint Process Overview

Step	Who	Action	Deadline	Notes
One 	Bargaining unit member and/or CEA Faculty Representative	File health and safety complaint in writing with immediate supervisor or principal	Within five workdays of the occurrence and/or violation	The new joint Health and Safety Committee will determine a mutually agreed-upon form for such complaints. In the meantime please submit via email to principal/supervisor and cc: CEA at: CEAHealthSafety@ceaohio.org .
	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 received, move to step two.
Two 	Bargaining unit member and/or CEA Faculty Representative	Appeal health and safety complaint in writing to Director of Buildings and Grounds	Within five workdays of the immediate supervisor/principal's response or due date to respond	The new joint Health and Safety Committee will determine a mutually agreed-upon method for such appeals. In the meantime please submit via email to Director of Buildings and Grounds DeJuan Hood at dhood@columbus.k12.oh.us and cc: CEA at: CEAHealthSafety@ceaohio.org .
	Director of Buildings and Grounds	Responds in writing	Within ten workdays of appeal filing	If corrective action is identified in the response, then the response must include a planned date of project completion. If complainant(s) are satisfied with response, process ends. If not satisfied or no response received, move to step three.
Three 	Bargaining unit member and/or CEA Faculty Representative	File complaint with Ohio Bureau of Workers Compensation Public Employees Risk Reduction Program (PERRP) using form SH-6.	N/A	PERRP form SH-6 can be found at: https://www.bwc.ohio.gov/downloads/blankpdf/SH-6.pdf . This fillable pdf can be submitted via email to perrpcomplaint@bwc.state.oh.us . When filing, cc: CEA at: CEAHealthSafety@ceaohio.org .

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 no 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.

