

Reporting Unsafe Conditions: Process for Teachers

You are entitled to be safe at work, and the district must follow the [Safety Conditions](#) section of the bargaining agreement. If you feel conditions in your classroom or workplace are unsafe, you should:

- 1) Promptly report the concerns to the site principal via email (in writing). You may wish to print and save email correspondence.**
 - a. Include specifics regarding the current issue, including dates and any relevant background information
 - b. Ask for a work order number
 - c. Take and include photos
 - d. If the details of your individual situation are making you feel unsafe, ask to be moved to an alternative space.
 - e. Copy your PFT Site Rep on your email so they are in the loop.

 - 2) If you have health concerns, fill out the MIEQ form and an Employee Injury Notice. Your principal has these forms. Filling out the Injury Notice protects your right to file a [Work Comp Claim](#) within one year. Read more about Work Comp and how to get medical treatment for a work-related injury [here](#).**
 - a. Keep a copy of your forms for your records
 - b. The MIEQ form contains your private health information, and how you submit it is up to you:
 - i. Place it in a sealed envelope and submit it to the Maintenance & Operations Director, Ruben Arras or the Risk Management Director, Frank Issa.
 - OR
 - ii. Submit it via email to one of the Directors above or to your site principal (and copy your PFT Site Rep if desired) so you have proof of submission.
- (NOTE: Beyond the Industrial Accident Leave language on page 13 of [SECTION IV – LEAVE OF ABSENCE POLICY](#), Work Comp is outside of PFT's purview).
- 3) When the above steps have been taken, the district and site admin should keep the teacher informed about their progress in addressing the issues and any other concerns. If they, for example, do not act, are unwilling to relocate you, or refuse to communicate with you about the steps being taken to ensure safety, that is when people should call PFT at (858) 674-2800 and we can intervene.**

