

EXHIBIT 10A

PROCEDURES FOR REPORTING

UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

1. In accordance with references (a) and (f), each employee has a responsibility to him/herself and to other employees to promptly report any suspected unsafe or unhealthful working conditions. All personnel are strongly encouraged to do so.
2. Reports may be made orally or in writing to the employee's supervisor. When reporting an unsafe or unhealthful working condition, a complete description of the hazard or the violation, location of the deficiency (building number, etc.), the originator's name, and work station phone number are required. Forms for reporting unsafe or unhealthful conditions are available from all supervisors and the Public Safety Department, and may be used to report such deficiencies. There are also forms posted at each official bulletin board.
3. If the employee desires that his/her name not be revealed, the written report may be submitted directly to the Public Safety Department, Building 5, where personal identification shall be deleted. The written report will be treated in the same manner as those where the originator is identified.
4. If the originator of a report is dissatisfied with corrective action taken, he/she may appeal the decision to the next higher level. Appeals procedures are posted on all official bulletin boards and are contained in reference (f). Reports or appeals which bypass the established procedures will be returned to the employee, thereby delaying prompt action.
5. It is emphasized that no reprisals or other punitive action will be taken against any employee originating a report.

SAF-TM-5100

