

Chapter 13 Employee Health and Safety

13.05 Abnormally Hazardous Tasks

- **Form**

The Abnormally Hazardous Task Report Form

<http://oser.state.wi.us/docview.asp?docid=1116> is available to an employee who has determined that the task he or she has been assigned is abnormally dangerous. The report should be given to the immediate supervisor.

- **Process**

- The immediate supervisor who initially receives the "Abnormally Hazardous Task Report" shall review the situation with the employee and attempt to resolve the matter. The supervisor should immediately contact the employing unit point person for this process. See contact list at: <http://www.ohr.wisc.edu/polproced/CPPP/Chapter13appC.doc> Higher level management as well as any person who has responsibilities for safety in the employing unit should be involved to resolve the issue and before declaring the problem cannot be resolved. The campus Safety Department is also available for information and consultation at any point in this internal employing unit process. This process does not preclude ordering the employee to perform the task at the supervisor's discretion.

UW-Madison Safety Department contacts at any step in the following process are Keith Burdick (2-9739), Dave Drummond (2-9707) or Ronald Bresell (2-9178).

Every attempt should be made to resolve the problem within the employing unit. Often higher level managers have more discretion to implement actions. If the problem is resolved internally, management increases its credibility. Regardless of who assists, the immediate supervisor should sign off on the solution along with the employee.

- If the issue is not resolved, the "Abnormally Hazardous Task Report" should be reviewed and completed by the employing unit person who is designated as the employing unit "Safety Officer" if there is one. The Safety Officer can pursue the problem individually or with campus Safety Department involvement. The employing unit "safety officer" should sign off on the action plan or decision.

If the employing unit has no designated Safety Officer, the campus Safety Department should be contacted, and they will take the lead.

- If the issue remains unresolved, the completed report and information should be sent to the Department of Employment Relations to the attention of the Joint Health & Safety Committee, which is made up of representatives from the Department of Employment Relations, WSEU, and managers from other state agencies. UW System Administration has a representative on this committee. If the final report was prepared by the employing unit Safety Officer, a copy should also be sent to UW-Madison Safety Department at Facilities Planning and Management Attention Dave Drummond.