

## REA Health and Safety Report

September 2019

- If you report a health and safety issue to me, please, indicate that you talked to administration, if possible give names and dates. Also, having a timeline helps. I need as many facts as possible to find assistance. The first question I get is has it been reported and to whom.
- The procedure for reporting building issues is to notify the custodian, he/she talks with principal e-mail works for communication. If it is deemed necessary a work order will be issued.
- It seems that all concerns are being addressed or in the process of being addressed.
- Remember some services require preauthorization for Capital Blue. When in doubt call the number on the card.
- Please, remember births and marriages must be reported promptly. Failure to do so could result in denial of benefits. Remember, if any employee gets married, the spouse must purchase coverage from their employer if it is offered.
- Also, remember to hand in your physical reimbursement form to save money. Submit the form to Denise Templin at the Benefits Office.
- If you have any questions or concerns please contact me or the REA office.

Respectfully Submitted,

Judy Treichler

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