



Do You Have A Workplace Health and Safety Issue?

If it is building related, file a "Building Related Issue Notification" (BRIN) Form with BGS

The BRIN is part of the State of Vermont's BGS Administrative Policy 0008:

1. *"Any building-related issues or concerns can be reported by completing the on-line form at <http://bit.ly/BRINForm> entitled: "Building-Related Issues Notification Form"*
2. *This form should be filled out with the appropriate information and submitted as directed. The form will then be forwarded to the District Facility Manager (DFM) who, with assistance from the maintenance supervisor, will create a work order and determine whether it is a routine maintenance issue or a potential building environment issue.*
3. *Routine maintenance issues will be resolved in a timely manner. The complainant will be notified of the process resolution and the completion date when the work order is closed.*
4. *If the routine maintenance issue is determined to involve indoor air quality or any other building environment issue affecting employees in their work environment, then BGS will proceed with Level I of the "Resolution Process," as shown in Addendum A: Resolution Process Flowchart.*
5. *If prior to Level I in the process, the issue is found to be an outbreak of a serious illness or disease, then the Quality Assurance Team (QAT) and/or the BGS Commissioner will be notified and will immediately notify the Department of Health which will then take the lead in the investigation. BGS will provide assistance as required and as requested."*

**To view the policy in its entirety please visit:
<http://bit.ly/VTBGS>**

Questions? Please feel free to contact VSEA HQ by either calling 802-223-5247 or email vsea@vsea.org

