

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Reporting a Health and Safety Hazard	Code: HS020
		Date of Issue: May 1998
		Revised: January 2016
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PURPOSE: To outline the procedure for reporting a health and safety hazard.

DEFINITIONS:

Hazard: A potential source of harm or adverse health effect on a person or persons.

PROCEDURE:

1. If the health and safety hazard is one that the employee can safely deal with, they are to immediately correct the safety issue (i.e., phone cord across the floor would require moving the telephone or the cord) and record on the log.
2. If the health and safety hazard is one that needs addressing but does not have a resolution within the employee means, the employee must inform their Manager immediately. In the absence of the Manager, the employee can report it to another Manager or to the On-Call Supervisor, if after hours. A Health and Safety Hazard Complaint Form will be filled out by the employee and will be submitted to the Manager within 24 hours of notice of the complaint. Resolution will be achieved within five (5) working days of the date the hazard complaint form was received by the Manager, and the employee will be notified of the action taken and will complete the follow-up section of the Hazard Complaint Form. If the employee wants the Joint Health and Safety Committee to review the complaint, the Manager will forward the Health and Safety Hazard Complaint Form to a Joint Health and Safety Committee member for review at the next meeting.

IF THE SITUATION IS LIFE THREATENING, IT MUST BE ADDRESSED IMMEDIATELY.

3. All completed Health and Safety Hazard Complaint Forms will be forwarded to the Human Resources Officer for filing.
4. If the matter is not resolved within five (5) working days, the employee will refer it to a Health and Safety Representative or alternate at the location, and/or a Joint Health and Safety committee member. A current list of names of committee members is posted at the Avenue II office on the Health and Safety bulletin board. From 8:00 a.m. to 4:30 p.m., call the Avenue II office to contact a committee member. The committee member will assist the employee in addressing the concern with their Manager in a formal meeting. Minutes will be recorded at this meeting and a time frame will be set for resolving the issue.

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5. If the issue is not resolved, a formal complaint can be made to the Joint Health and Safety Committee. The complaint will be addressed at the next scheduled Health and Safety meeting or a meeting will be called if necessary. The Joint Health and Safety Committee will review the complaint, with the assistance of the Manager. The Committee's decision and recommendations will be made in writing to the Executive Director and then will be made available to the Manager and the employee who reported the concern.
6. If a worker complaint cannot be resolved, representative(s) of the Joint Health and Safety Committee will inform the Executive Director. If the employer is unable to resolve the issue, either the employer or the worker who reported the complaint should contact a Ministry of Labor Inspector, who will review the situation and render a decision.