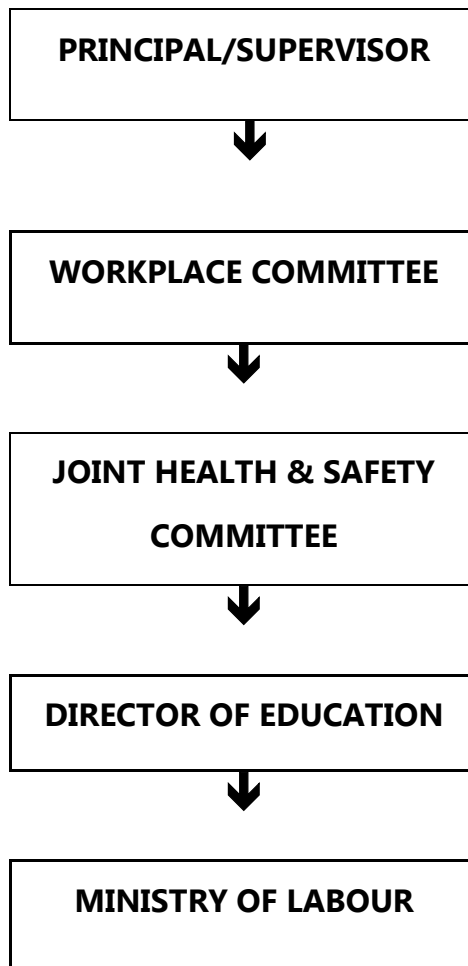




PROTOCOL – HEALTH AND SAFETY CONCERNS

FLOWCHART



Note:

The protocol is to be followed sequentially until the Health and Safety concern is resolved. No levels are to be ignored nor by-passed without written notification. If the employee can easily and safely resolve the health and safety concern then he/she is obliged to do so.

According to the Act, Sect. 9(20) - p. 13 an employer has 21 days to respond to a written employee health and safety concern.

Academic and clerical staff are to address the principal. Carestaff and other non-academic staff are to address the workplace supervisor.



PROCEDURES FOR RESOLVING AN EMPLOYEE HEALTH AND SAFETY CONCERN

When reporting a health and safety concern please use a copy of the standardized Employee Hazard Report forms (found in the Appendix of this document).

Academic and clerical staff are to address the report to the principal of the workplace.

Carestaff and other non-academic staff are to address the report to the supervisor of the workplace.

Stage 1: Employee Health and Safety Concern

A. Steps To Follow:

- 1) Report concern in writing to principal or supervisor.
- 2) Principal or supervisor investigates (takes immediate action, if required).
- 3) Employee responds in writing to supervisor's actions.

B. Documentation Required: Employee Hazard Report:

- 1) Employee completes Part 1 and submits report to supervisor.
- 2) Supervisor completes Part 2 within 3 working days and returns report to employee.
- 3) Employee completes Part 3 within 2 working days and returns report to supervisor.
- 4) Supervisor files the report if concern is resolved or submits a copy to the Workplace Health and Safety Committee.

Stage II: Employee Health and Safety Concern Is Not Resolved

A. Steps To Follow:

- 1) Workplace Health and Safety Committee (W.H.S.C.) meets and investigates concern.
- 2) Employee responds to W.H.S.C.'s actions and recommendations.
- 3) Supervisor files report if the concern is resolved or submits a copy to the Joint Health and Safety Committee Co-chairs.

- B. Documentation Required: Workplace Health and Safety Committee Hazard Report.
- 1) W.H.S.C. completes Part 1 and returns report to employee within 3 working days.
 - 2) Employee completes Part 2 and returns report to supervisor within 2 working days.

Stage III: Health and Safety Concern Is Not Resolved

A. Steps To Follow:

- 1) Joint Health and Safety Committee (J.H.S.C.) meets and investigates concern.
- 2) Employee responds to J.H.S.C.'s actions and recommendations.
- 3) J.H.S.C. files report if the concern is resolved or submits a copy to the Director of Education.

B. Documentation Required: Joint Health and Safety Hazard Report.

- 1) Co-chairpersons of J.H.S.C. complete Part 1 and return report to employee within 2 working days.
- 2) Employee completes Part 2 and returns report to Co-chairpersons of J.H.S.C. within 1 working day.

Stage IV: Joint Health and Safety Committee Has Not Resolved Concern.

A. Steps To Follow:

- 1) Director of Education investigates concern.
- 2) Employee responds to Director of Education's actions and recommendations.
- 3) Director of Education files a report and submits a copy to Co-chairpersons of J.H.S.C.

B. Documentation Required: Direction of Education Hazard Report.

- 1) Director of Education completes Part 1 and returns report to employee within 1 working day.
- 2) Employee completes Part 2 and returns report to Director of Education within 1 working day.

Stage V: Director of Education Has Not Resolved Concern.

Employee may contact the Ministry of Labour to investigate.

HEALTH AND SAFETY CONCERNS SUMMARY

If You Have a Health and Safety Concern:

- 1) Worker identifies a concern.
- 2) Reports it to supervisor(s)
- 3) Supervisor investigates and takes action if required.
- 4) Worker responds to supervisor's action.

If Your Supervisor's Response Has Not Resolved Your Concern:

- 1) Workplace Health and Safety Committee (WHSC) investigates and takes action.
- 2) Worker responds to WHSC recommendations.

If the Workplace Health & Safety Committee Response Has Not Resolved Your Concern:

- 1) Joint Health and Safety Committee (JHSC) investigates and takes action.
- 2) If urgent, the JHSC makes recommendation to Senior Management directly.
- 3) Worker responds to JHSC.

If Joint Health and Safety Committee Has Not Resolved Your Concern.

1. Joint Health and Safety Co-chairs forward the concern to the Director of Education.

If the Director's Response Does Not Resolve Your Concern:

- Worker may contact Ministry of Labour to investigate.

STAGE I - USE EMPLOYEE HAZARD REPORT

- Fill in Part 1
- Give form to supervisor
- Fill in Part 2 within 3 days
- Fill in Part 3 within 2 days
- Copy 1) filed if resolved or 2) submit to Workplace Committee

STAGE II - USE WORKPLACE HEALTH AND SAFETY COMMITTEE HAZARD REPORT

- Fill in Part 1 within 3 days
- Fill in Part 2 within 2 days
- Copy 1) filed if resolved or 2) submit to the JHSC

STAGE III - USE JOINT HEALTH AND SAFETY COMMITTEE HAZARD REPORT

- Fill in Part 1 within 2 days
- Fill in Part 2 within 1 days
- Copy 1) filed if resolved or 2) submit to the Director of Education

STAGE IV -USE DIRECTOR OF EDUCATION HAZARD REPORT

- Director completes Part I within 1 day
- Employee completes Part 2 within 1 day
- If concern is not resolved employee may contact the Ministry of Labour.

