

Health and Safety Concern Form – Instructions for Completion

Employee/Worker Responsibilities:

1. In an emergency, bring this directly to supervisor's attention.
2. On becoming aware of a situation that may present a health and safety risk, complete the form and forward it to the principal/supervisor/s attention.
3. When the form is returned from the principal/supervisor, determine whether the concern has been satisfactorily resolved
4. If the concern has been resolved, initial the form, advise the principal/supervisor and obtain his/her initials and forward the completed form to the school/site health and safety representative
5. If the concern has not been resolved, complete Part 3 and provide copies to the principal/supervisor, and the local bargaining unit president.

Principal/Supervisor Responsibilities:

1. Ensure employees are aware of the existence of the form and where it can be accessed.
2. Upon receiving an H&S Concern Form, promptly investigate/review the concern and take appropriate action, where required.
3. Complete Part 2 and return the form to the originating employee within 7 days of receipt.
4. If the employee is satisfied the concern has been resolved, initial the form in the designated box.
5. If the employee is not satisfied, obtain a copy of the completed form and forward to the Occupational Health and Safety Division.

Health and Safety Representative Responsibilities:

1. Encourage employees who have identified a concern to bring the matter to the principal/supervisor's attention as soon as possible, either verbally or using the concern form.
2. When requested, consult with and advise employees on whether the concern has been adequately addressed by the principal/supervisor.
3. Ensure copies of all concern forms are forwarded to the local union office.

Note: Concern forms that are not resolved at the school level will be forwarded to the JOHSC for discussion.