

## Occupational Health and Safety Concern Form – Instructions for Completion

### Employee Responsibilities:

1. An employee who becomes aware of a situation that may present a health and safety risk, may complete the form and forward it to the attention of the principal/supervisor.
2. Following receipt of the returned form from the principal/supervisor, determine whether the concern has been resolved to his/her satisfaction.
3. Forward copy to employee's local union office. Unresolved concerns can be presented at the next regularly scheduled JOHSC meeting.

### Principal/Supervisor Responsibilities:

1. Share the Occupational Health and Safety Concern Form with staff and where it can be accessed.
2. Upon receiving a Health & Safety Concern Form, promptly investigate/review the concern and take appropriate action, where required. For **any hazard which is identified as immediately dangerous to life or health all steps reasonable to control the hazard must taken immediately.**
3. Complete Section 2 and return the form to the originating employee within 7 days of receipt.
4. After worker completes Section 3, forward copy to the Occupational Health and Safety Division (fax 613-596-8284). Unresolved concerns can be presented at the next regularly scheduled JOHSC meeting.

### Worksite Safety Representative Responsibilities:

1. Assist in helping to make employees aware of the existence of the form and where it can be accessed.
2. 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.
3. If requested by employee, assist employee with form completion and process.