SAFETY CONCERNS

1. PURPOSE

1.1. The Purpose of this procedure is to ensure that the safety concerns of the employees or of the OH&S committee are received and resolved efficiently and effectively.

2. SCOPE

2.1. This procedure applies to all employees at *Company Name*.

3. COMMITTEE CONCERNS

3.1. On written notification, from the committee, of an unsafe condition or contravention of the Occupational Health and Safety Act or any regulations made pursuant to the Act, or any other applicable safety or environmental legislation, the employer shall:

a) Take immediate steps to protect the health and safety of any worker who may be at risk until the unsafe condition is corrected or the contravention remedied;
b) As soon as possible, take suitable action to correct the unsafe condition or remedy the contravention; and
c) Inform the committee in writing of:
   i) The actions that the employer has taken or will take; or
   ii) If the employer has not taken any action, the employers reasons for not taking any action.

3.2. Where an employer does not resolve a problem or concern raised by the committee with respect to health, safety and welfare or the workers at a place of employment, the employer shall provide written reasons for not resolving the problem or addressing the concern to the committee.

4. EMPLOYEE CONCERNS

4.1. The simplest method is to discuss your concern with your supervisor personally or at a team meeting. The supervisor will implement corrective action, refer the matter to the OH&S committee, or raise the concern at the next supervisor meeting, depending on the urgency or complexity of the concern. If you're not satisfied with the response of the supervisor, inform a member of the OH&S committee of your concern.

4.2. You can raise your concern directly to your safety representative or the Safety Coordinator who will suggest corrective measures with the supervisor, or raise your concern at the next safety meeting, based on the urgency of the concern. If the urgency of the concern requires immediate action, an emergency meeting of the committee shall be held.

4.3. You can raise your concern at the team meeting. The team may implement corrective measures or refer the matter to the OH&S committee.

4.4. If you prefer a written response, are dissatisfied with the results of the other methods, or want your concern dealt with by the OH&S committee, you should write your concern on the Safety Form below (Safety Concerns), complete the hazard rating section and forward the form to the Safety Coordinator.

4.5. The Safety Coordinator is responsible for delivery or the form to the OH&S committee; returning the completed form to the originator; and ensuring any committee recommendations are implemented in a timely fashion.

4.6. Nothing in this procedure prevents an employee from exercising their right to refuse work under the Occupational Health and Safety Act or to contact an Occupational Health Officer.

COMPANY NAME

Employee Name: _____

Date: _____

Concern: _____

_____

_____

_____

Hazard Rating:

Loss potential:

_ Major
_ Serious
_ Minor

Probability of Occurrence:

_ Frequent
_ Occasional
_ Seldom

Committee Response: _____

_____

_____

_____

Date*:* _____

A copy of the completed form is to be returned to the originator.