

## Employee's Report of Health & Safety Concern

for use in all DSBN Work sites, according to procedure on back of this form.

Administrator's response (below double line) should be made within 5 working days.

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## **HOW TO ADDRESS A HEALTH AND SAFETY CONCERN**

In order to comply with government legislation and to better meet the needs of our employees within the DSBN, the following steps must be followed to address any health and safety concerns.

- 1. DSBN employee's shall complete the Employee's Report of Health & Safety Concern form, and discuss their health and safety concern with their site supervisor. The Site Health and Safety Representative should receive a copy of the form, and is available to assist the employee and the site supervisor with resolving the concern. The Site supervisor should respond to the employee's concern within 5 working days by returning a copy of the completed form to the employee (copy also to Site H&S Rep), with information as to what action has been taken to address the concern, including time-frames. The form may also be used for subsequent updates regarding further action to resolve the concern.
- 2. If the concern can not be resolved between the site supervisor and the employee, the Site supervisor shall inform the Site Health and Safety Representative and the Board's Health and Safety Officer. The Site Health and Safety Representative shall inform the employee's Multi-Workplace Joint Health & Safety Committee (MWJHSC) member (i.e., secondary employees inform OSSTF Multi-Workplace Joint Health and Safety Committee member). The MWJHSC member and the DSBN Health and Safety Officer will assist with the resolution.
- 3. Following step 2, Site supervisor shall inform all parties of resolution.

