

Corporate Policies

SECTION: HEALTH AND SAFETY - Leadership and Administration

SUBJECT: Health and Safety Concerns - Reporting and Resolving

POLICY NO.: 12.1.2

EFFECTIVE DATE: January 26, 2004

PAGE: 1 OF 2

SUPERCEDES POLICY DATED: May 31, 1991 | APPROVED BY: Council CW020-2004

POLICY STATEMENT:

In order to ensure a safe and healthy work environment, all employees are required to report health and safety concerns to their supervisor. Where the employee believes the work is unsafe, he has the right to refuse the unsafe work under the *Occupational Health and Safety Act* and the corporate Work Refusal policy (12.1.3).

PURPOSE:

To provide a procedure to have health and safety concerns addressed promptly.

SCOPE:

All employees of the Corporation.

PROCEDURE:

1. EMPLOYEE RESPONSIBILITIES

- a. Communicate health or safety concern to his supervisor.
- b. Bring the matter to the attention of his Joint Health and Safety Committee (JHSC) representatives, if the response provided by the supervisor is not satisfactory.

2. SUPERVISOR RESPONSIBILITIES

- a. Respond to employee's concern by immediately looking into the concern, and if necessary implementing corrective measures.

3. JHSC REPRESENTATIVE RESPONSIBILITIES

- a. Upon being contacted by an employee about a health and safety concern, will communicate with the employee's supervisor to ensure the supervisor is aware of the concern.
- b. Discuss with the supervisor the concern and the corrective measures (if any) that the supervisor has implemented.



Corporate Policies

SECTION: HEALTH AND SAFETY - Leadership and Administration

SUBJECT: Health and Safety Concerns - Reporting and Resolving

POLICY NO.: 12.1.2

EFFECTIVE DATE: January 26, 2004

PAGE: 2 OF 2

SUPERCEDES POLICY DATED: May 31, 1991 | APPROVED BY: Council CW020-2004

- c. Bring the matter to the attention of Health, Safety & Wellness Services representative, if the response provided by the supervisor is not satisfactory.

4. HEALTH, SAFETY & WELLNESS RESPONSIBILITIES

- a. Investigate the situation with the supervisor, and report the corrective measure (if any) that have been/will be implemented to the employee and the JHSC representative.

ACCOUNTABILITY:

All employees of the Corporation are accountable to adhere to this policy as outlined.

ADMINISTRATION:

Health, Safety & Wellness Services, City of Brampton, 5th Flr-2 Wellington St. West Brampton, Ontario L6Y 4R2

CONTACT:

Health, Safety & Wellness Services, Human Resources Division 905-874-2166

