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Specifically, every employee shall notify his or her manager or Chair of any safety concerns, hazardous conditions or work practices in their work area. Hazards outside of their work area should be communicated to the person in charge of that area or to someone in the University who is in a position with authority to take action regarding the hazard, such as someone in Facilities Management. This requirement to report also includes issues where an incident has not occurred (e.g., ergonomic concerns, faulty equipment). An employee may report the concern either verbally or in writing.

The manager or Chair to whom the hazard is reported is responsible for taking action to remedy the situation. If the reported hazard is outside of their area of responsibility, they will forward the report to the appropriate management representative.

All incidents and occupational illnesses must be reported by completing an incident report, <http://www.smu.ca/webfiles/InjuryForm2010.pdf>, within two business days. An incident is any unplanned and unwanted event which results in damage or injury, or which could have resulted in damage or injury. This term includes property or equipment damage as well as personal injury. When thinking of injury, also include occupational illness and disease. The manager or Chair is responsible to ensure the Incident Report form is completed and forwarded to the OHS Office, and a copy of the completed form is given to the employee. The OHS Office will forward a copy of the incident form to the appropriate parties. The manager or Chair is also responsible to follow up on any recommendations made to prevent the incident from recurring.

The University has developed a procedure for employee reporting and management response to employee health and safety concerns which conforms to the three-step process required by the OHS Act. Employees shall exercise their right to identify occupational health and safety concerns without fear of reprisal or discriminatory action.

This chapter applies to any OHS concern or issue that is not covered by the categories listed on the incident report or the by the right to refuse. For the purposes of this program:

A "concern" is an unplanned or unusual event or everyday occurrence that affects or has the potential to affect performance, reliability, safety or the environment, but does not fully meet the criteria of an "incident."

A Health and Safety Concern Report form has been developed to assist in documenting the concern and ensuring that the proper steps are followed in identifying and resolving the concern. A copy of this form is available at <http://www.smu.ca/webfiles/HealthandSafetyConcernReportForm.pdf>.

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Any employee who believes that a health or safety risk exists in the workplace must report the problem to his/her manager or Chair. Depending on the situation and location of the hazard or concern, the report may also be made directly to the person in charge of the area or work being undertaken.

The employee may report verbally or may complete the Health and Safety Concern Report Form.

The manager or Chair to whom the matter is reported is responsible to investigate the issue or to have it investigated, initiate a process to take any necessary corrective action, and notify the employee of the outcome of the investigation and any action taken or planned. A response to the employee shall be made within 10 working days. If the matter has not been completely resolved, the response may be an explanation of progress made, further action planned and expected completion date(s).

If the employee is satisfied that the matter has been adequately resolved, the issue is closed. The manager or Chair must document the resolution of the concern.

When a hazard or concern has not been remedied to the employee's satisfaction, the employee must forward the issue to the JOHSC. The JOHSC Co-Chairs shall determine whether the matter is urgent, and if so, initiate an immediate investigation. If not, the matter will be taken to the next meeting of the Committee for determination of a course of action to investigate and resolve the issue.

Within 10 working days, the JOHSC shall respond to the employee who reported the issue and to the manager or Chair who initially investigated. If the matter has not been completely investigated, the response may be an explanation of progress which has been made, further action planned and expected completion date(s).

Following the investigation of the matter, the JOHSC shall document their conclusions. The investigator(s) shall discuss the conclusions reached with the employee who reported the issue and the manager or Chair who initially investigated. Both will be given copies of the report.

If the issue is still not resolved or remedied to the employee's satisfaction, or if the JOHSC is unable to reach a decision, the employee shall report the matter to the Occupational Health and Safety Division of the Department of Labour and Advanced Education, PO Box 697, 5151 Terminal Road, Halifax, Nova Scotia, B3J 2T8 (1-902-952-2687). An Officer will then investigate the matter, render a decision as required by the OHS Act, and confirm his/her findings in writing to the employee and the University.

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Every employee has the right to refuse to do any act which he/she believes is likely to endanger his or her health or safety or the health or safety of another person, but must follow the procedure for doing so which is set out in Section 43 of the OHS Act.

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Any employee who has a suggestion about improving occupational health and safety at SMU or about improving the OHS Program should discuss the suggestion with their manager or chair or with a member of the JOHS Committee, or OHS staff as appropriate. Employees are encouraged to write their suggestions down so that they can be more easily considered and forwarded to the appropriate person.

A JOHS Committee member who receives a suggestion should request that the JOHS Committee consider it at their next meeting. The result of that discussion shall be recorded in the minutes of that meeting.



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Description of corrective or preventive action suggested:

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Description of corrective or preventive action(s) still required:	
Further action referred to:	
Date action to be completed:	
This form completed by:	Date:

Response by Employee Originating this Concern Report	
Response satisfactory?	YES (File this report, copy to OHS Office)
	NO (Forward to the JOHSC)
Signature:	Date:

Recommendations made to:
Date action to be completed:
This form completed by:

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