



ADMINISTRATIVE PROCEDURE	
<i>Approval Date</i> May 2009	<i>Replacing</i> All previous procedures
<i>Review Date</i> 2014	<i>Page</i> 1 of 5
<i>Contact Person/Department</i> Superintendent of Business	<i>Identification</i> BU – 3590

PROTOCOL FOR ADMINISTRATION OF HEALTH AND SAFETY CONCERNS

1.0 PURPOSE

- 1.1 Trillium Lakelands District School Board and its employee groups are jointly committed to fostering employee health and safety in the workplace through co-operation and joint efforts in the design and implementation of education programs for employees; in the investigation and resolution of safety problems; the training and support of committee members and in the development and promotion of an increased awareness of occupational health & safety.
- 1.2 In the Terms of Reference for the JOHSC, a protocol for the Administration of Health and Safety Concerns was developed. This procedure outlines the process.

2.0 REFERENCES/RELATED DOCUMENTS

- 2.1 *Occupational Health and Safety Act and Regulations*
- 2.2 *Joint Occupational Health and Safety Committee - Terms of Reference*

3.0 TERMS AND DEFINITIONS

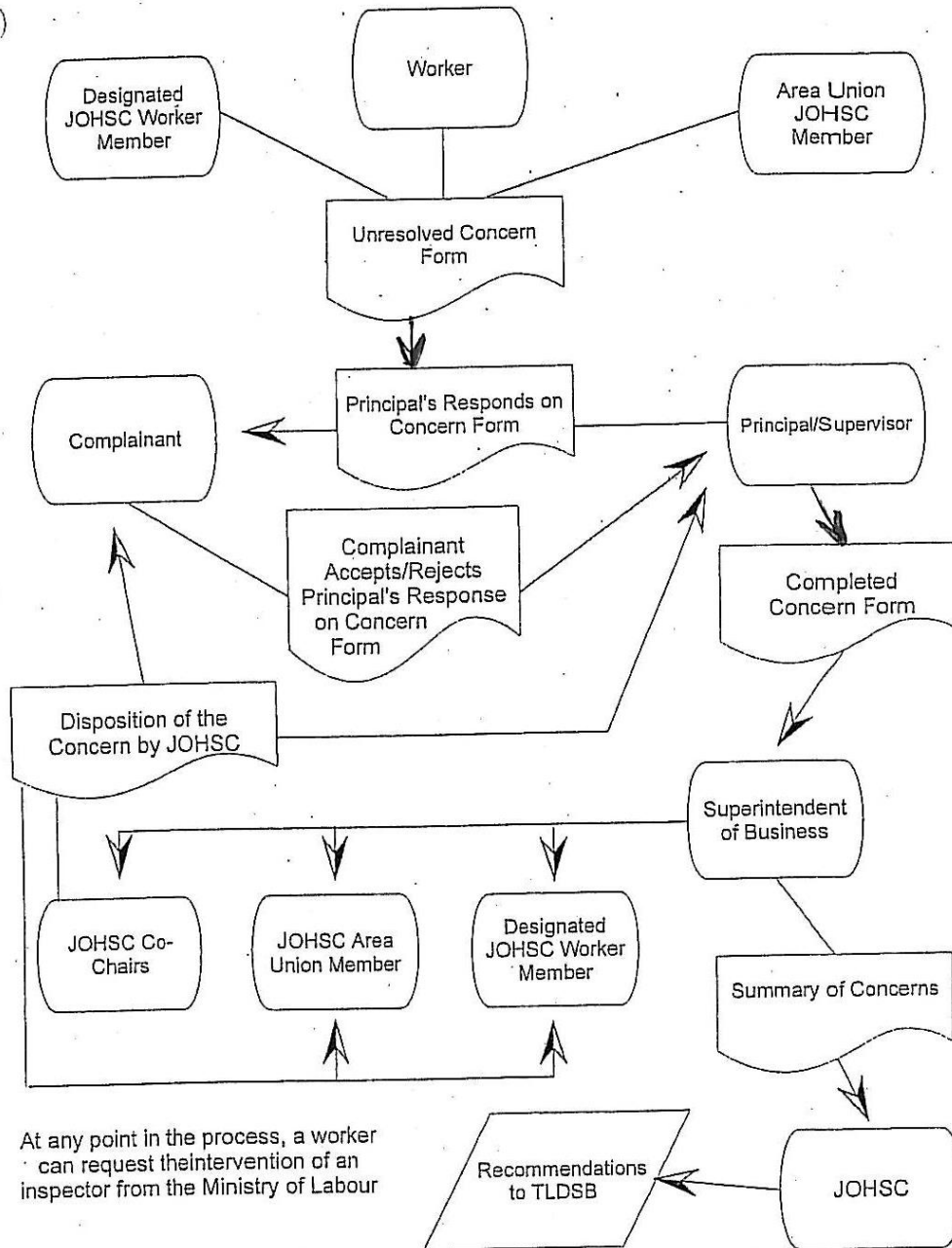
- 3.1 **JOHSC worker member** – representative of the Joint Occupational Health and Safety Committee chosen by the worker representatives of JOHSC to be the representative for the specific workplace.
- 3.2 **JOHSC area union member** – worker representative of the Joint Occupational Health and Safety Committee chosen by the union to be the representative for a Specific workplace.

4.0 ADMINISTRATIVE PROCEDURE

- 4.1 Health & Safety concerns can be initiated by workers, Designated JOHSC worker member, Area Union JOHSC member. Workers and members are advised to report all concerns to the school principal/supervisor.

- 4.2 workers are encouraged to consult with the Designated JOHSC worker member or their Area Union JOHSC member at any stage in the process.
 - 4.3 unresolved concerns shall be submitted in writing to the principal/supervisor on a form approved by the JOHSC (Appendix A). The principal /supervisor will respond in writing. If the worker accepts the response as presenting an acceptable solution to the concerns raised, the worker will signify on the form his/her acceptance or rejection of the response, sign the form and return it to the principal/supervisor.
 - 4.4 the principal/supervisor shall send the concern form with a written response to the worker, with a copy to the office of the Superintendent of Business which will forward copies to the Designated JOHSC worker member, the area Union JOHSC member and the co-chairs. This entire process shall take place within ten (10) days.
 - 4.5 the office of the Superintendent of Business shall prepare a summary of all complaints that have been resolved or unresolved and send it to the joint health and safety committee.
 - 4.6 the Co-chairpersons shall place the concern on the agenda of the next JOHSC for discussion and possible recommendations to the Board
 - 4.7 the co-chairpersons shall inform the members in writing of the disposition of any concern referred to the JOHSC, with copies to the principal/supervisor, the Designated JOHSC worker member and the area Union JOHSC member.
- 5.0 APPENDICES
- 5.1 Appendix "A" - Safety Concern Form

Protocol for Administration of Health and Safety Concerns



APPENDIX "A"

**TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD
JOINT OCCUPATIONAL HEALTH AND SAFETY COMMITTEE
SAFETY CONCERN FORM
(Unresolved)**

SECTION ONE - REPORT OF SAFETY CONCERN (to be reported by the Worker)

SCHOOL/SITE: _____

SAFETY CONCERN

PRINCIPAL'S/SUPERVISOR/S RESPONSE

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Worker Name _____

JOHSC Member (Union) _____

JOHSC Member (Designate) _____

Date: _____

SECTION TWO - WORKER ACCEPTANCE

Yes _____

No _____

If "NO", give reasons _____

WORKER _____

DATE _____

JOHSC Member (Union) _____

JOHSC Member (Designate) _____

SECTION THREE - COMMENTS FOR JOHS COMMITTEE (to be completed by Committee members)

Comments _____

JOHSC Member (Union) _____ JOHSC Member (Designate) _____

DATE: _____