

	TITLE: Reporting and Resolving Health and Safety Concerns #9.2
	SPONSOR: Vice-President, Finance & Administration
	ACCOUNTABILITY: Office of Accountability: Safety and Risk Management Administrative Accountability: Director, Safety and Risk Management
PREVIOUS VERSIONS: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

1. Purpose:

It is the responsibility of each employee to report health and safety concerns which affect them or which affect other employees. These concerns are not limited to the personal workspace of the employee, but can include any health and safety concern on our campus.

This procedure provides OCAD University (“OCAD U” or the “University”) employees and faculty with direction for the resolution of safety concerns at all levels of escalation.

2. Scope:

This procedure applies to all OCAD U employees.

3. Definitions:

- *Hazardous condition or act:* Physical conditions or actions, which deviate from what would be considered acceptable or normal that could lead to, or cause loss or injury.
- *Supervisor:* The *Occupational Health and Safety Act* (“the Act”) says that a “supervisor is a person who has charge of a workplace or authority over a worker”. In practical terms, a University employee who has a duty and the effective power to ensure that employees comply with the Act or safety related policies and procedures - is a supervisor under the Act. Examples of supervisors at OCAD U are President, Vice-Presidents, Directors, Managers, Deans, Associate Deans, etc.

4. Procedure and Application:

a) 1st Contact – Immediate Supervisor

- Any hazardous conditions or acts related to University operations are to be reported to the employee’s direct supervisor.
- Concerns are to be reported immediately so the supervisor may affect the appropriate corrective actions. This will minimize potential for loss or injury.
- Upon receiving a report of the concern, the immediate supervisor will respond by looking into the concern, and if necessary implementing corrective measures.

b) 2nd Contact – Joint Health & Safety Committee (JHSC) Representative

- For matters that are not resolved after a reasonable length of time (which is dependent on the severity of the concern), the employee should bring the concern to the attention of his/her Joint Health and Safety Committee (JHSC) Representative.
- The JHSC representative, upon being contacted by the employee about a health and safety concern, will communicate with the employee's immediate supervisor to ensure the supervisor is aware of the situation. The JHSC representative, Supervisor, and employee will discuss the situation and the corrective measures (if any) that the supervisor has implemented.
- This issue must then be tabled as an agenda item on the next committee meeting where it will be discussed, follow-up measures recommended, and recorded in the minutes.

c) 3rd Contact – Director, Safety and Risk Management (or designate)

- If the JHSC representative is not satisfied with the response, he/she will bring the matter to the attention of the Director, Safety and Risk Management (Phone: 416-977-6000 Ext. 2920)
- Director, Safety and Risk Management will investigate the situation in conjunction with the employee, the employee's immediate supervisor and the JHSC representative, and recommend corrective measures.
- It is the responsibility of the supervisor to follow up on the corrective measures to ensure they have been implemented.