

Health & Safety Concern? Three Things to Do Right Away!

1 If you can remedy the situation on your own, do so!

The theory behind the “internal responsibility system” is that everyone in the workplace can and should be actively involved in workplace safety.

If you identify a health and safety hazard, and you can do something about it right away, you should do so!

For example, if there is a coffee spill on a floor, you could wipe it up before someone slips; or, you could block the area off and then request that someone be sent to mop it up.

2 If you cannot remedy the situation, get help.

If the health and safety concern relates to some aspect of your department’s operation, contact your supervisor. It is your supervisor’s responsibility to evaluate the situation and to undertake a resolution to the issue.

If the health and safety concern relates to the condition of the facility or grounds, contact your supervisor, or, if you are authorized to do so, contact Facilities Services directly.

If the health and safety concern relates to the operation of another department, contact your supervisor, or if you are authorized to do so, contact the Health & Safety Manager directly for advice on how to proceed.

3 Advise your supervisor.

Whether you are able to resolve a health and safety concern on your own, or not, you should notify your supervisor. Identifying a problem condition or behaviour to your supervisor can trigger an injury prevention strategy that may have benefits not only in your own work area, but across the institution.



Emergency? 24 Hours, Call:

From internal College phones 922
From external/cell phones 623-0465

Non-emergency Reporting & Assistance:

During business hours: 475-6261
Outside business hours: 623-0465

For more information, contact:

Facilities Services (H & S): 475-6624
Security: 623-0465

Health & Safety Concern? What to do? Check Page 1!

Questions & Answers About Health and Safety Concerns ...

Q/ What is a health and safety concern?

A/ A “health and safety concern” is your personal expression of apprehension concerning the presence of a hazard in the workplace. A hazard is a condition or behaviour which represents an actual or potential threat of harm or damage. The concern may arise from the physical condition of the workplace, or the manner in which work or activity is undertaken. It may arise because some precaution is not in place; or some information or training is absent or inaccurate.

Q/ What should I do if my supervisor does not agree that the situation that I have identified represents a health and safety hazard, or if he or she does not act to remedy the situation?

A/ Contact your health and safety member on the Joint Health & Safety Committee, or contact Facilities Services — Health & Safety.

If you are particularly concerned that the situation which you have identified is likely to endanger yourself or another worker, you have the right to refuse unsafe work. You must notify your supervisor. In response, your supervisor must investigate the situation with a worker member of the health and safety committee.

If there is no resolution after the investigation, the Ministry of Labour must be notified. Pending the results of the MOL investigation, you may remain near the work station, or you may be re-assigned to reasonable alternate work. Your supervisor may assign the work which gave rise to the complaint to another worker, provided that the other worker is advised, in the presence of the health and safety committee member, of the work refusal and of the underlying reasons for the refusal. You, your supervisor and the committee member will be present at the MOL investigation. The decision of the MOL investigator is binding: either to implement corrective action, or to resume work.

Q/ What should I do if I am unsure that a situation is a health and safety concern?

A/ Contact your supervisor, or contact Facilities Services—Health & Safety, or check one of the following health and safety resources:

www.esao.on.ca	Education Safety Association of Ontario
www.wsib.on.ca	Workplace Safety and Insurance Board
www.ccohs.ca	Canadian Centre for Occupational Health & Safety
www.gov.on.ca/LAB/ohs/ohse.htm	Ontario Ministry of Labour



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