	Approved by: ACC
	Authorizer: Director, Safety and Security
	Effective Date: May 12, 2010
Procedure Title: Safety Concern Reporting	

1.0 **PROCEDURE STATEMENT**

The purpose of this Safety Concern Reporting Procedure is to establish a method of reporting and documenting potentially hazardous conditions that may arise in the workplace, and to implement corrective actions to reduce or eliminate injuries or illness at Conestoga College.

2.0 **SCOPE**

This procedure applies to all qualified Conestoga College workers, faculty members, contractors, and visitors.

3.0 **DEFINITIONS**

Hazard

Any condition or situation which may endanger the health and safety of a person

Hazard Rating:

A – Major

Imminent danger, which requires immediate corrective action

B – Moderate

Hazardous condition or activity which is not imminently dangerous but should be attended to as soon as possible

C- Mild

Generally any hazard with a low possibility of causing harm or damage

Supervisor

Each worker of Conestoga who has charge of a place of work or learning or authority over a worker or student.

4.0 **LEGISLATION**

Relevant legislation and Standards include but are not limited to:

OHSA – Occupational Health and Safety Act

Section 25, 26, 29 (3) – Employer Responsibilities

Section 27 – Supervisor Responsibilities

Section 28 – Worker Responsibilities


5.0 **RESPONSIBILITIES**

5.1 **WORKER**

- Report all safety concerns or hazardous conditions to their direct Supervisor or designate;
- complete Part A and Part C of the *Safety Concern Report Form*.

5.2 **SUPERVISOR**

- Investigate all reported hazards/safety concerns as soon as possible;
- complete Part B of the *Safety Concern Report Form*;
- forward all appropriate documentation to the Occupational Safety Office.

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5.3 OCCUPATIONAL SAFETY DEPARTMENT

- Review all safety concern reports to determine if the risk factor merits a more detailed and extensive investigation;
- provide feedback, advice and support to Supervisors;
- ensure all legislated reporting requirements are met.

6.0 TRAINING

All Conestoga workers will be trained on this procedure.

7.0 PROCEDURE

7.1 Reporting

Workers shall first report hazards/safety concerns to their Supervisor, unless directed to do otherwise. (For example, workers may have been instructed to contact Housekeeping Services directly for slip hazards and wet floors)


- Workers may report verbally or in writing;
- written reports are made using the *Safety Concern Report Form*;
- even if workers are able to resolve hazards/safety concerns without their supervisor's intervention, it is important for workers to inform their supervisor about the hazard and action taken;
- workers must complete Part A of the Safety Concern Report Form and submit it to their supervisor.

Major hazards that pose an immediate threat to personal safety or property shall be reported to Doon Security Services, who are available 24/7 at 519-748-5220 ext. 3357.

7.2 Corrective Actions

A Supervisor shall respond to workers' concern as soon as possible in the circumstances, but no later than 1 full working day after receiving the report. The response could be any of the following;

- The resolution of the concern;
- a timetable for the resolution of the concern;
- scheduling a time to discuss the concern with workers in more detail; or
- a description as to why the supervisor disagrees with the concern.
- If the Supervisor agrees with the concern, he/she must complete Part B, sections (1) and (2) of the *Safety Concern Report Form*.
- The corrective actions must include when the safety concern will be corrected and who is responsible for completing the corrective action.
- If the Supervisor disagrees with the concern reported, he/she must complete Part B, section (3).
- The Supervisor shall keep a copy of his/her response, forward a copy to the Occupational Safety Office and the original shall be returned to the worker who submitted the concern.
- If the issue is outside the scope of responsibility or authority of the Supervisor, they should contact the Occupational Safety Office for guidance.

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7.3 Follow-up

- Once the Supervisor has completed Part B, the *Safety Concern Report form* will be returned to the worker who initiated the report to complete Part C.
- If the safety concern/hazard has been satisfactorily corrected or the worker agrees with the reason(s) it is not a safety concern, the worker will complete the form with a signature and date.
- The worker shall keep a copy of the completed form and the original shall be returned to the Supervisor to end the process.
- If the worker is not satisfied with the corrective actions or the Supervisor's response, the worker must indicate such in Part C of the form and select to refer the concern to a member of a JOHSC, a Health and Safety Representative or the Occupational Safety Office.
- The worker shall keep a copy of the form, provide a copy to the Supervisor and send the original to the person the concern has been referred to.
- The concern will then be addressed by the Occupational Safety Office or tabled as an agenda item at the next appropriate committee meeting.
- If no response from the Supervisor is received within a reasonable amount of time (20 working days or less, depending on severity), the worker shall notify a JOHSC member, a Health and Safety Representative or the Occupational Safety Office.
- The concern will then be addressed by the Occupational Safety Office or tabled as an agenda item at the next appropriate committee meeting.

8.0 RELATED DOCUMENTS

- OSF-024 - Safety Concern Report Form
- OSP-002 - Statement of Responsibilities

9.0 REVISION HISTORY

Revision Date	Summary of Changes
May 6 2010	Policies and Procedures Committee - Approved
May 12, 2010	Academic Coordinating Committee - Approved