

RECOMMENDATIONS FROM JHSC/WORKER REPRESENTATIVE – HR-XI-15

POLICY:

OPTIONS NORTHWEST will provide a system that meets legislative compliance to allow for timely submission and response to health and safety recommendations.

PURPOSE:

1. To provide a system that will empower all employees to reduce hazards and improve working conditions.
2. To ensure all employees are aware of the process for submitting Health and Safety concerns.
3. To assure employees of a timely response to Health and Safety concerns in compliance with the Health and Safety Act.

PROCEDURE:

1. If an employee has a health and safety concern, they must report it to their immediate Supervisor first. The Supervisor will be given every opportunity to resolve the issue, who may request the assistance of the Health and Safety Representative.
2. After the Supervisor has responded and if the employee still feels their concern has not been dealt with, they may contact their area's Worker Health and Safety Representative or worker committee member to express their concern. The employee must put their specific concern in writing, date and sign it. The Joint Health and Safety Committee/worker Representative will advise the employee that they will talk to the Supervisor about the ongoing concern. If not resolved at that time: (a) a committee member will bring the concern to the next scheduled Joint Health and Safety Committee meeting for resolution and recommendations or (b) an area Health and Safety representative will make recommendations for resolution to the Executive Director.
3. Additionally, any health and safety issue that has not been resolved or any outstanding items on an inspection may be discussed for recommendations where there is a JHSC or recommendations for resolution forwarded by the area Health and Safety representative to the Executive Director.

4. All recommendations made by the Joint Health and Safety Committee/worker representative will be completed on the "Joint Health and Safety Committee/Worker Representative Recommendations for Safety Issue Resolution" form, (see Appendix "A"). The front page of Appendix "A" is to be completed in full. The Hazard Description must include when the hazard was first discovered, and how it has been dealt with to date. The Recommendations must clearly identify a plan of action for resolution, and the form must be signed and dated.
5. The Executive Director must respond in writing within 21 days of receiving the recommendation. If in agreement, a plan of action must be provided, including identifying resources (time, money, human resources), and a timetable for implementation. If in disagreement, a statement must be provided including the reason for the disagreement, and provision of an alternative resolution.
6. The response will be returned to the Worker Representative, Coordinator, Health and Safety, and area supervisor. The area supervisor will remain accountable for follow-up.

RECOMMENDED BY: Manager, Human Resources

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Supportive Living Services (all)

ORIGINAL POLICY DATE: August 2003

AUTHORIZED BY: Executive Director

SIGNATURE:



OPTIONS NORTHWEST
JOHSC/WORKER REPRESENTATIVE
RECOMMENDATIONS FOR SAFETY ISSUE RESOLUTION

Work Area :

Submitted to:

Date of Discussion at JOHSC Meeting (as applicable):

Hazard Description (describe in detail)

Recommendations For Correction (describe in detail)

Submitted this _____ day of _____ 20__

| | | |
|--|--------------------------------|-------------------------------|
| _____ Area Health & Safety Representative Signature | | _____ PRINT NAME |
| OR | | |
| _____ Worker, Co-Chair | _____ Worker Representative | _____ Management, Co-Chair |
| _____ PRINT NAME | _____ PRINT NAME | _____ PRINT NAME |

EXECUTIVE DIRECTOR RESPONSE

Recommendation Action Taken: (must respond in writing within 21 days of receiving)

I am in agreement with the recommendations
(identify a plan of action, resources and timetable for Implementation)

I am not in agreement with these recommendations.
(identify a plan of action, resources and timetable for Implementation)

Executive Director

Date