



OSSTF H&S ACCIDENT CONCERN FORM

Section I

To be **completed by any employee** identifying a concern. It is to be submitted to the Supervisor/Principal or designate. A copy should be also be retained by the employee, and a copy forwarded to the H&S representative at the OSSTF district office.

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| Description of concern (location, time, date, attach diagram or photos) as required. |
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Reported by (employee name) _____ Position _____

Reported to (name) _____ Position _____ Date _____

Section II

To be **completed by the Supervisor/Principal or designate** within the time allotted in the Collective Agreement which is 14 days (Section E.1.1). A copy needs to be returned to the employee.

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| Corrective actions/recommendations |
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Initiated Date _____

Completed Date _____

No action require (reasons)

Require further investigation by Health and Safety Department.

Signature of Supervisor/Principal _____ Date _____



PROCEDURE FOR EMPLOYEE HEALTH AND SAFETY CONCERN REPORT

Any identified hazard or hazardous situation should be reported, by the employee, to their Supervisor/ Principal, as soon as possible. Examples include defective equipment or protective devices, contraventions of the Occupational Health and Safety Act or regulation for any building related hazard of which the employee is *aware*. Hazards requiring immediate attention should be reported verbally and followed by completing Section I of the Employee Health and Safety Concern Report form. This report must be submitted to the Supervisor/Principal.

The Supervisor/Principal is responsible to investigate such hazards as soon as possible and, if required, to take appropriate measures, ie. work order. The Supervisor/Principal should complete Section II of the Employee Health and Safety Concern Report and forward copies as indicated on the form.

The Inspecting Representative of the Joint Health and Safety Committee may investigate the hazard notwithstanding Board Policy NP540-01. The Supervisor/Principal copy should be maintained in a binder in the general office.

Contact information, for members of the appropriate Joint Occupational Health and Safety Committees, is available on the Health and Safety bulletin board or from the YRDSB or union offices.

As always, you are reminded that rooms should be free of obstructions (i.e. nothing should be blocking fire exits, doors, fire escapes, stairwells, etc.) and objects which are not in compliance with the Health and Safety Act, Fire Regulations, Electrical and Building Codes. Be aware of the location of asbestos. Use only approved chemicals and store properly with MSDS.

You are requested to note the general condition of your classrooms and report anything which you believe to be a health or safety concern that affects the employees in the building – examples: floor tiles lifting, stained or cracked ceiling tiles, window screens and windows in need of repair, tripping hazards, blocked exits, poor ventilation, etc. As well, you are requested to report anything that is in need of attention inside or outside the school building. Your concerns should always be relayed immediately in writing to your administration.