

MEMORANDUM

TO: All Secondary Principals
Secondary School Worksite Safety Representatives

FROM: Janice McCoy, Superintendent of Human Resources, Employer Co-Chair,
Joint Occupational Health and Safety Committee
Lee-Anne Feltham, Worker Co-Chair,
Joint Occupational Health and Safety Committee

DATE: 5 October 2011

RE: JOHSC Concern Form

The Joint Occupational Health and Safety Committee (JOHSC) is committed to creating a healthy and safe workplace for all OCDSB employees. The JOHSC also recognizes that establishing and maintaining a healthy and safe workplace requires an effective Internal Responsibility System (IRS) in which all employees have a collective and shared responsibility for health and safety.

Section 28 (1) (d) of the *Occupational Health and Safety Act* (OHSA) outlines that all workers have the duty to report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

Sections 25 (2) (h) and 27 (2) (c) of the OHSA highlight that employers and supervisors have a duty to take every precaution reasonable in the circumstances for the protection of a worker.

In this regard, it is important that all relevant concerns or safety hazards are brought to the attention of the appropriate supervisor as quickly as possible for review and resolution. In order to facilitate this process, the JOHSC has developed an **Occupational Health and Safety Concern Form** for employees to complete when they become aware of a condition in the workplace that they reasonably believe presents a risk to the health and safety of individuals in the building.

The form will provide a consistent mechanism for the employee to communicate the issue to the principal/supervisor, and for the supervisor to respond and record how the concern has been managed. The Concern Form has been in use in elementary schools and with PECCs bargaining unit since 2009 and is now being extended to all OCDSB sites and employees.

Principals and Worksite Safety Representatives are asked to share the concern form and the instructions (attached) with all employees at your site, and to ensure that copies of the form are available and/or that employees are aware of that the form can be accessed on the Health and Safety folder located on the BEAM desktop.

If you have any questions, please feel free to forward them to Clint Vester, Supervisor, OHS or a worker representative on the JOHSC:

cc Senior Staff
JOHSC