

STEPS IN REPORTING A HEALTH & SAFETY CONCERN

1. First Step

- this should be **with the supervisor**.

2. Second Step

- if no satisfactory resolution is achieved with the supervisor, the concern should be brought to the attention of the **Health and Safety Services (HSS)**.

3. Third Step

- at times the involvement of senior administration may be necessary. The **Joint Occupational Health and Safety Committee (JOHSC)** may be consulted at any time after the problem has been discussed with the supervisor and Health and Safety Services.

4. Last Step

- the underlying principle of the Occupational Health and Safety Act of British Columbia is that of an **internal responsibility system**. Therefore, WorkSafe BC should only be consulted if all other attempts (1, 2 & 3) have failed to bring satisfactory resolution to a health and safety problem.

Supervisors and workers share the responsibility for "everyone's" safety. In all cases, if a hazard or unsafe situation is identified, the worker must inform their supervisor as soon as possible. The preferred method of resolution is between the supervisor and the worker; however the issue, if unresolved may require discussion at the JOHSC.

If the concern is relevant to the department or faculty, the supervisor should bring this concern to the attention of the particular administration (i.e. Director, Dean or Chair). A worker should raise this type of concern with their JOHSC representative, if their supervisor has not adequately resolved the concern.

Again, it is expected that the committee will decide if the concern is to be forwarded to the employer.

