



Occupational Health and Safety Issue Resolution Procedure

Table with 2 columns: Office of Administrative Responsibility, Approver, Scope. Office of Administrative Responsibility: Agri-Food Discovery Place; Approver: Executive Director; Scope: Compliance with this procedure extends to all employees, faculty, students, researchers, clients, contractors and sub-contractors at Agri-Food Discovery Place.

OVERVIEW

Health and Safety is an integral part of all our business and research activities at Agri-Food Discovery Place (AFDP), and we are continually working towards making measureable improvements in the health and safety aspects of our workplace on an ongoing basis.

PURPOSE

This policy's aim is to encourage all employees at AFDP to identify concerns that may affect their own or their co-worker's health and safety and provide guidance on the process of OHS issue resolution in the workplace.

RESPONSIBILITIES

Executive Director

The Executive Director is responsible for providing all resources to resolve the issue and ensuring the issue is addressed appropriately.

Manager

Managers are responsible for participating in the consultation processes with key stakeholders to resolve the issue in the workplace. He or she also needs to communicate the OHS issue resolution policy to contractors and sub-contractors.

Supervisor

A supervisor is primarily responsible for addressing the employee's concern and communicating the resolution of the issue to the manager.

Employees

All employees are responsible for ensuring that the Issue Resolution Procedure is followed through to the end of the issue.

Workplace Health and Safety Committee (WHSC) Chair

The WHSC chair is responsible for administering all the processes in the issue resolution and communicating the processes and outcomes to all stakeholders by documentation.



PROCEDURE

All occupational health and safety issues arising at AFDP are reported and addressed within the individual workplace. The Issue Resolution Procedure begins after:

- (1) the employee has discussed the issue with the supervisor and the supervisor has failed to satisfy the employee's concern

AND

- (2) the WHSC chair validates the concern as a health and safety issue within the scope

The WHSC chair seeks resolution of the issue with the following two progressive levels of management, if necessary. The following flow chart helps to view the whole process.

The person expected to respond has one week from the date of the Issue Recommendation for Workplace Health and Safety. Reasonable requests for extensions to the established response date can be agreed to by the WHSC chair. The WHSC chair and the person expected to respond will update such date changes on the original and on copies of the Issue Recommendation for Workplace Health and Safety.

Level 1 (Manager Level)

- (1) The WHSC chair presents the Issue Recommendation for Workplace Health and Safety to the workplace manager, discusses the issue and advises the workplace manager of the complete Standard Process of Issue Resolution, including the required date of the response.
- (2) The workplace manager may:
 - (a) accept the issue as a health and safety hazard that requires control or additional control measures

OR

 - (b) determine no further action is required (a hazard does not exist and the existing controls are appropriate and effective for the risk of the hazard)
- (3) The workplace manager completes his or her response, including an explanation of the rationale, on the Issue recommendation for Workplace Health and Safety and returns it to the WHSC chair.
- (4) If the workplace manager accepts the issue, he or she may implement the recommendation provided on the Issue Recommendation for Workplace Health and Safety or take other measures that he or she deems appropriate to resolve the issue.
- (5) The WHSC chair
 - (a) accept that the actions taken have appropriately addressed the hazard

OR

 - (b) decides the action does not appropriately address the hazard, refer the issue to the Executive Director (level 2).
- (6) If the issue or resolution is beyond the resources or authority of the workplace manager, the issue is forwarded to the Executive Director (level 2).

Level 2 (Executive Director Level)

- (1) The WHSC chair forwards the Issue Recommendation for Workplace Health and Safety to the Executive Director, discusses the issue and advises the Executive Director of the required date of the response.
- (2) The Executive Director may




- (a) accept the issue and as a health and safety hazard that requires control or additional control measures
- OR**
- (b) determine no further action is required (a hazard does not exist or the existing controls are appropriate and effective for the risk of the hazard)
- (3) The Executive Director completes his or her response, including an explanation of the rationale, on the Issue Recommendation for Workplace Health and Safety and returns it to the WHSC chair.
- (4) If the Executive Director accepts the issue, he or she may implement the recommendation provided on the Issue Recommendation for Workplace Health and Safety or take other measures that he or she deems appropriate to resolve the issue.
- (5) If a response is not received by the established response date, the WHSC chair will advise the employee who originally raised the concern of alternate actions available to him or her.

DEFINITIONS

Any definitions listed in the following apply to this document only with no implied or intended institution-wide use.

Health and safety concern	This refers to an employee’s perception of hazardous activities or conditions that affect employee health and safety in the workplace; a matter of interest in AFDP’s Occupational Health and Safety Program or its implementation or operation.
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Approval:



 Executive Director

Nov 4/10

 Date



 Chair WHSC

NOV 4/10

 Date



Occupational Health and Safety Issue Resolution Flow Chart

