

**WORKPLACE SAFETY AND HEALTH  
SAFETY CONCERN PROCEDURE**

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**PLEASE POST****WORKPLACE SAFETY AND HEALTH  
Safety Concern Procedure**

1. If you, as an employee in the River East Transcona School Division, have a safety or health concern, please notify the school/building administrator or your school/building Workplace Safety and Health site representative.
2. In conjunction with the caretaker or a representative from the Maintenance Department, the school/building administrator and the school/building Workplace Safety and Health site representative will examine, evaluate and, if possible, rectify the situation through normal maintenance requisitions.
3. If the situation is not resolved within a reasonable period of time, the Workplace Safety and Health site representative and/or school/building administrator shall forward the concern in writing to the Workplace Safety and Health Committee Employer Co-Chair (Human Resources Manager) on the attached form.
4. The Workplace Safety and Health Committee Employer Co-Chair (Human Resources Manager) will respond to the school/building administrator and the Workplace Safety and Health site representative with a description and time frame within which the action is to be taken.
5. All information is provided to the Workplace Safety and Health Committee.
6. A follow up inspection may occur.

**SCHOOL/BUILDING WORKPLACE SAFETY AND HEALTH SITE REPRESENTATIVE IS:**

Name: \_\_\_\_\_

Effective Date:	January 4, 2005	Policy	
Amended Date:		Regulation	
Board Motion(s):	19/05	Exhibit	XXX
Legal/Cross Reference:			

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