Life of an OH&S Concern Checklist

OH&S CONCERN FORM RECEIVED

- [ ] Ensure the OH&S report form has been completed in DMS. If not, either enter the form into DMS or ask the submitter(s) to resubmit electronically.
- [ ] Review the completed OH&S form and check that the submitter information is correct.
- [ ] Approve the form if it is an appropriate OH&S concern and has been submitted to the correct Local. Otherwise, reject the form or have the form reassigned to another Local.
- [ ] Follow up with the submitter(s) of the OH&S form as needed to confirm details, gather additional information, clarify any details, ask for updates, and discuss next steps.
- [ ] Add the concern to the next Joint Worksite Health and Safety Committee (JWHSC) meeting agenda. Provide a brief summary of the issue to the committee. Do not share the OH&S form submitted with the committee or with the employer.
- [ ] If there is overlap with other processes, such as PRC, connect with the applicable UNA representatives or staff to discuss.
- [ ] Update the OH&S form in DMS with any new or missing information and to document that it has been added to a committee meeting agenda.

CONCERN DISCUSSED AT COMMITTEE

- [ ] Discuss the unresolved OH&S concern at the JWHSC meeting, focusing on:
  - › Understanding the concern
  - › Requesting and reviewing relevant information
  - › Identifying root cause(s) of the concern
  - › Generating potential options for resolution of the concern
- [ ] Bring proposed recommendations to the committee to resolve the concern. You may use the employer's template if desired. Recommendations should include a description of the issue, relevant data, proposed action(s), and a proposed timeline.
- [ ] Send recommendations to the employer. Recommendations are sent on behalf of the committee if approved by the committee. Otherwise, recommendations may be sent by the UNA Local only.
- [ ] Receive and review the employer's written response to the recommendations.
- [ ] Provide a status update to the submitter(s).
- [ ] Update the record in DMS to reflect recommendations, requests, data, and actions.

CONCERN ESCALATED OR RESOLVED

- [ ] Provide a status update to the submitter(s) at each stage.
- [ ] **If unresolved and/or the JWHSC is not making appropriate progress:**
  - [ ] Refer the concern to your assigned OH&S Advisor to discuss escalation.
  - [ ] Update the form in DMS to reflect escalation and discussions.
- [ ] **If resolved:**
  - [ ] Capture any employer commitments in writing, including the timeline.
  - [ ] Update the form in DMS to document the resolution.
  - [ ] Assess whether the actions have resolved the concern.
  - [ ] Once resolved, write a closure summary in DMS and close the form.