

## REPORTING OH&S CONCERNS

NOVEMBER 2022



An occupational health and safety concern is a situation, condition, or thing that is dangerous to the health and safety of workers and includes physical/ergonomic, chemical, biological, and psychological hazards.



### HAVE AN INITIAL PROBLEM-SOLVING CONVERSATION

Discuss the issue with your immediate supervisor before filing a report. If you require assistance in having this conversation, contact your UNA Local Executive or your Local OH&S Committee representatives. Be sure to provide a timeline for receiving a response so you know when to follow up and/or escalate.



### REPORT THE CONCERN TO YOUR EMPLOYER

If the concern is not resolved, report the concern to your Employer using their reporting system: MySafetyNet (AHS), 1-855-342-8070 (Covenant), or paper reporting as specified by your Employer. **Keep the reference number**, if provided, to aid in follow-up. Your Employer should respond within their timelines (for example, 5 days for MySafetyNet) and provide a copy of their **corrective action report**. You should ask for this report if it is not provided to you.



### REPORT THE CONCERN TO UNA

If you aren't satisfied with the Employer's response, report the concern to your OH&S Committee using the OH&S report form on the UNA app or website. This ensures the Union knows about the issue and can follow up with the Employer to advocate for a resolution. The Employer does not receive a copy of your report form, but the issue will be discussed by the joint committee in detail.



## KEEP IN MIND

If you are injured or become ill due to your work or workplace, report to WCB.  
Reporting to your Employer or to UNA does not replace WCB reporting.

Psychological health and safety issues are OH&S issues and should be reported to your Employer and to UNA.

You have a right to a safe & healthy workplace.