

Safety Talk! - Report and Resolution of Safety Concerns Operational Procedure

- **Reporting:** Staff are encouraged to report any health and safety concerns (hazards) they identify in the workplace as soon as possible.
- **Resolution Process:** Once a concern is reported, managers/supervisors investigate and address the issue promptly.
- **Documentation:** All reported concerns and actions taken are documented to ensure transparency and continuous improvement.
- **Resources:** Additional materials, such as posters and guidelines assist staff in understanding the process.

Reporting

- Any safety and health concerns are to be reported to the immediate manager/supervisor as soon as possible

Resolution Process

- Managers/supervisors shall make every effort to resolve the safety and health concerns
- Safety and health concerns not resolved to the satisfaction of the employee by the supervisor will be reported to a Workplace Safety and Health (WS&H) Committee member to attempt to resolve the concern
- You may consult with OESH at any time

Documentation

- Document the safety concern
- Document any corrective action(s) or non-action(s)
- Forward a copy to the Program/Department/facility Workplace Safety and Health Committee if requested
- Resources can be found on the OESH Insite

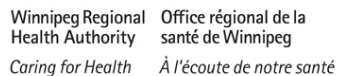
Right to Refuse Dangerous Work

- Ensure all concerns, actions/non-actions are documented
- If the concern is not resolved and presents a risk(s) that is not normal for the job and will cause immediate or serious, or long-term effects on their safety and health (or others), the employee may initiate their Right to Refuse Dangerous Work

More detailed information is available in the OP. Where can you find a copy of the Operational procedure?

WRHA Insite → Occupational and Environmental Safety and Health (OESH) → OESH - Policies, Operational Procedures and Guidelines → Environmental Safety → OP – Report and Resolution of Safety Concerns

For further information please contact:
Occupational and Environmental Safety & Health (OESH) at
oesh@wrha.mb.ca



Training Record	
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Presented by:
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Site/ Facility:
Department/ Unit:

Topic:

Department/ Unit:

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Insert Full Name

Sign off

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