

13.4 SCHOOL BOARD COMPLAINT PROCEDURE (Including Air Quality Concerns)

If an employee has a health & safety concern/recommendation, the following procedures are available:

{Please note that this does not concern routine maintenance items. The Principal will ensure that all maintenance requests are submitted and processed in the normal manner and the custodian is made aware of any concerns for cleanliness within the facility.}

Step I - Report your concern or recommendation to your immediate supervisor. If your concern(s) are not dealt with to your satisfaction, proceed to step two.

Step II - Contact your work site safety committee or representative and provide a written description of the concern/recommendation. The complaint is then reviewed and efforts made to resolve at the meeting of the JOH&S Committee or at a meeting between OH&S Representative, principal, and complainant. If the issue cannot be resolved then the concern may proceed to Step III.

Step III - If the JOH&S Committee or the OH&S Representative agrees with the concern or recommendation then they will forward their written recommendations to the Person with Most Authority to Address the Complaint (PMAAC), as designed by the Board. If not, the Complainant may forward their concerns or recommendations to the PMAAC.

Step IV - Within 21 days of the date which the PMAAC receives the recommendations, the JOH&S Committee, Complainant or OH&S Representative which submitted the recommendation shall receive a response to the recommendation. The response shall indicate acceptance of the recommendations or give reasons for the disagreement with any recommendations or where it is not reasonably possible to provide a response before the expiry of the twenty-one day period, provide within that time a reasonable explanation for the delay and indicate to the committee, complainant or representative when the response will be forthcoming. If the JOH&S Committee, the OH&S Representative, or Complainant is not satisfied with the response, they may proceed to Step V or forward their complaint to the Department of Labour (1-800-9-LABOUR).

Step V - The JOH&S Committee, Complainant or the OH&S representative may send their recommendations to the Most Senior Administrator Designated by the Board (MSADB) for review. The MSADB will then take steps to resolve concerns or make recommendations. The JOH&S Committee, the Complainant or the OH&S representative shall be informed after a reasonable time of the action taken to address the concern. If not satisfied with the actions taken or recommendations made, the JOH&S Committee, the Complainant or the OH&S representative may proceed to the Department of Labour.

REPORT TO PRINCIPAL/JOHSC OF IAQ DETECTIVE WALK THRU

Date: _____ School: _____

Preventative Check: _____ Or In Response to: _____

Findings:

1. Boilers: _____
2. Filters: _____
3. Photocopier: _____
4. Storage areas: _____
5. Other concerns: _____

Recommendations:

6. Boilers: _____
7. Filters: _____
8. Photocopier: _____
9. Storage areas: _____
10. Other concerns: _____

* Principal to ensure recommendations completed.

Signature of person conducting walk thru: _____