

# PEMBINA TRAILS SCHOOL DIVISION

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## Procedure for Reporting a Workplace, Safety & Health Concern

1. All workers should be encouraged to report any workplace safety & health concerns to their immediate supervisor / administrator.
  2. The supervisor / administrator shall investigate all concerns and implement appropriate corrective action whenever possible.
  3. In the event that a concern cannot be remedied by the supervisor / administrator, the concerned staff member shall complete the "Concern Register" form below and forward a copy to their safety & health committee employee co-chair and the divisional safety & health officer. The employee co-chair shall, in conjunction with the management co-chair, attempt to resolve the concern. If they are unable to resolve the concern, the co-chairs shall consult with the divisional safety officer for advice.
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## CONCERN REGISTER

Date: \_\_\_\_\_ Building Location: \_\_\_\_\_

WS&H Representative: \_\_\_\_\_

Specific Room or Area: \_\_\_\_\_

Details of concern:

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Supervisor Comments and / or Corrective Action taken: \_\_\_\_\_

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