



Reporting a Concern Administrative Procedure 8.90B

8.0 Safe Schools

1. Staff with concerns must bring them to the attention of their School Principal or Supervisor.
2. The School Principal or Supervisor must investigate the concern and implement appropriate remedies.
3. If unresolved, the concerned staff member should complete the "Concern Register" Form below and forward it to the Site-based Representative.
4. The Site-based Representative should attempt to resolve the concerns with the School Principal or Supervisor.
5. If a satisfactory resolution is not reached, then the Site-based Representative will forward copy of form below to one of the Co-Chairs of the Central Workplace Safety and Health Committee for resolution within thirty (30) days of the next scheduled meeting.

Date: _____

Facility: _____

Specific Room or Area: _____

Site-Based WS&H Representative: _____

Details of Concern:

Supervisor Comments and/or Action Taken:
