



## 8.90 B: Reporting a Concern

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 30 days of the next scheduled meeting.

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Date:			Facility:	
Specific Room or Area:				
Site-based WS&H Representative:				
Details of Concern:				
Supervisor Comments and/or Action Taken:				