McMaster University Library
Museum of Art
Joint Occupational Health & Safety Committee

Reporting Health & Safety Issues
(Ontario Guide for Joint Health & Safety Committees, page 15)

1. **Worker** – The worker is responsible to work safely and report unsafe conditions to their supervisor.

2. **Supervisor** – Health and safety issues should first be brought to the supervisor for prompt resolution.

3. **JOH&S Member** – If the matter is not resolved, the issue should then be referred to a member of the JOH&S committee, the member should:
   a. Ask the supervisor to take part in resolving the issue;
   b. Have the request noted at the next meeting and recorded in the minutes;
   c. Committee members can bring recommendations to JOH&S meetings for discussion and approval;
   d. Notify the staff who reported the issue of the decision made by the committee;
   e. Seek advice from other appropriate resources

4. **Senior Management** – If the matter cannot be resolved at the local Committee level, the Committee will make a written recommendation, forwarded by the co-chairs, with a copy to Risk Management, to the Library or Museum of Art senior management, who must respond in writing to the Committee within 21 days.

5. **Central OH&S Committee** – Any outstanding items that cannot be resolved after 3 JHSC meetings or after 3 months whichever is the shorter shall be referred to the CJHSC for final resolution.

*MRL: May 28/03 APPROVED; updated by KP: Nov 15/11*