

# Workplace Safety and Health Form

Winnipeg School Division

**Return to:** Workplace Safety and Health Officer  
Human Resources Department  
Administration Building No. 2

**Date:** \_\_\_\_\_

**School Building** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**What is the concern?** \_\_\_\_\_

**Where is the concern?**

**Comments** \_\_\_\_\_

**Signature of Administrator / Building Manager** \_\_\_\_\_

**Signature of Workplace Safety & Health Representative** \_\_\_\_\_

## Procedures

When a concern arises employees are to:

**Step 1:** Report the concern to the immediate supervisor/principal to resolve.

**Step 2:** If the concern is not corrected at this step, report the concern to the Worker Representative in the building. The Worker Representative will contact the principal/supervisor and together will attempt to resolve the concern.

**Step 3:** If the concern is not corrected satisfactorily, the Worker Representative will then bring the concern to the attention of the **Workplace Safety and Health Officer using this form.**