

# **UWO Resolution of Unsafe Conditions Policy**

## **INTRODUCTION**

University employees (both non-supervisory and supervisory), Occupational Health and Safety, and University Safety Committees all share responsibility for identifying and recommending corrective action respecting situations which are or could be unsafe.

## **EMPLOYEES**

University employees who recognize unsafe situations are required to take positive corrective action at once. Where this action exceeds their authority or available resources, they are required to refer the situation to their immediate supervisor.

Any safety issue that cannot be resolved directly by the employee and/or the supervisor should be brought to the immediate attention of Occupational Health and Safety.

Employees may also choose to consult with their representatives on the various Safety Committees on safety issues which do not pose an immediate hazard.

## **SUPERVISORY EMPLOYEES**

Persons in positions of authority, who are either informed of unsafe situations by their staff or become aware of them directly, are similarly required to initiate positive corrective action at once, or to refer the matter immediately to the next level of supervision.

Occupational Health and Safety may be utilized as a resource during any phase of this process.

## **OCCUPATIONAL HEALTH AND SAFETY**

University Safety Officers (staff of Occupational Health and Safety), may observe situations during their inspections of the workplace, or may investigate unsafe situations referred to them. Safety Officers who observe an unsafe situation, which in their opinion presents a hazard, shall take appropriate action. Such action may vary from the issuance of a safety order to the suspension of offending procedures, and/or the suspension of the use of equipment or apparatus, rooms or parts of rooms, or buildings or parts of buildings.

The action outlined above is appealable to the appropriate Vice-President or President. Such appeal must be made within 48 hours of the initiation of the action. The decision of the Vice-President or President is final.

Upon the initiation of a severe\* action as provided for above, the University Safety Officer shall deliver written notice of such action to the unit head, all senior supervisors to the level of the appropriate Vice-President and the Chair of the appropriate University Safety Committee. The notice shall include a clear description of the nature of the problem, the reasons(s) for the suspension, the corrective measures required, and the identification of the person issuing the suspension.

The Chair of the respective Safety Committee shall report severe\* actions taken above to the Safety Committee

at its next regular meeting or in a special meeting if requested or required by Occupational Health and Safety or a Vice-President. The Committee may take such action as is vested in it by its terms of reference.

\*Examples of severe action include:

- (a) the closure of a room, or part of a room; a building, or part of a building; or
- (b) the physical tagging and/or locking out of service of a piece of equipment or apparatus; or
- (c) the suspension of a procedure; or
- (d) any action of similar significance