	Safe Work Guideline Stopping Unsafe Work		
Prepared By: Don Doherty	Effective Date: Feb 2011	Reviewed By: Don Doherty	Date: March 2020

The OHS Act and district administrative regulation, *Board Policies and Responsibilities* gives district staff the right and responsibility to report hazards and unsafe conditions. It also gives principals, administrators, supervisors and/or their delegates the responsibility and authority to follow up on reported hazards and to stop unsafe work if necessary. This includes activities being conducted by district staff, students, volunteers or outside contractors where there is reason to believe an unsafe condition or dangerous circumstance exists. The work stoppage must be done in a way that does not place staff, students or other building occupants in imminent danger¹. Examples of situations where a work stoppage may be appropriate include:


- Workers are discovered drilling into asbestos containing materials without adequate containment and personal protective equipment.
- A contractor is observed working alone in a crawlspace without a tending worker.
- A person is observed working from a rooftop without an adequate fall protection system.

Protocol

If you are a district employee and observe an unsafe condition you have the right to approach the person(s) involved in a respectful manner and ask them to stop and/or to report the concern to your supervisor or site administrator. Unsafe conditions can be reported verbally or using the district *Hazard Notification Form*. The site administrator (e.g. principal or DU administrator) has the right and responsibility to ensure the concern is investigated and to take steps to stop the work until adequate hazard controls are in place. This may be as simple as directing a staff member to clean up tripping hazards in their work area or requesting a contractor to stop spray painting because staff and students are getting ill. To initiate a work stoppage the site administrator and/or supervisor should:

1. Approach the worker(s) or employee and advise them of the reasons for concern. Ask them to stop work until the circumstances are investigated and the unsafe condition is corrected. The worker may be assigned to an alternative task while the work stoppage is being investigated. Note: Contact an Occupational Health and Safety Coordinator and the Joint Health & Safety Committee if support or assistance is required or if you are unsure if a hazard exists or a work stoppage is necessary. A hazard assessment will then be conducted.
2. The site administrator or supervisor shall investigate the circumstances in consultation with the worker/employee involved. If they do not directly supervise the worker(s) involved they would also notify the worker's supervisor and together they would ensure the necessary corrective action is taken. (E.g. if the concern involves a maintenance worker the worker's foreman should be notified). If the work stoppage involves contracted workers the Facilities Service Project Coordinator and/or prime contractor should be notified.

¹ Imminent danger means a danger that is not a normal condition of their employment or occupation.

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3. When the hazard is controlled the worker(s) can resume work. The supervisor completes the *Work Stoppage and/or Refusal of Unsafe Work Investigation Report* form and forwards a copy to the worker and a district Occupational Health and Safety Coordinator.



WORK STOPPAGE AND/OR REFUSAL OF UNSAFE WORK

Investigation Report

When an administrator or supervisor is notified by an employee of a work stoppage or refusal due to unsafe conditions or imminent danger, they must investigate the situation and take action to eliminate the danger. The supervisor/administrator must prepare a written record of the employee's notification, their investigation of the concern and the action taken. This report form can also be used to document the investigation and action taken when a formal work stoppage due to unsafe conditions is initiated by a supervisor or administrator. For further information on work refusal and stopping unsafe work consult district OHS Safe Work Guidelines Stopping Unsafe Work and Right to Refuse Unsafe Work or contact a district Occupational Health and Safety Coordinator at 842-8912.

School or Decision Unit		Date Supervisor Notified by Employee (D/M/Y)		
Location of Concern		Time Supervisor Notified by Employee		
Concerned Employee's Name		Employee's Position (e.g. custodian, teacher, etc.)		
Check which applies: Work Refusal <input type="checkbox"/> Work Stoppage <input type="checkbox"/>				
CIRCUMSTANCES	Reason for work stoppage or work refusal:			
				
INVESTIGATION	Findings of the Investigation:			
				
ACTION TAKEN	Decision and Corrective Measures:		Action By:	
			Date Completed:	
	Employee agrees with the decision/actions taken.		Yes <input type="checkbox"/> No <input type="checkbox"/>	If employee disagrees contact an OHS Coordinator for advice and assistance.
	Investigated By:		Date: (D/M/Y)	Supervisor's Signature:
	Reviewed By:		Date: (D/M/Y)	Employee's Signature:
Additional Comments:				
File the completed report in the OHS Documentation Binder and provide copy of to Occupational Health and Safety				



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