Supervisor/Manager and/or H&S Rep take immediate action (incl. cease work order if required)

Do all parties
accept the corrective actions?

Is issue resolved?

Inform employees concerned, complete and circulate Hazard/Near-Miss report or HIRAC Report and implement solutions

H&S Rep may refer issue to Portfolio HSCT, UHSPC or issue PIN

Contact Manager – Risk, Health and Safety

**END OF PROCEDURE**

Health and Safety Representative and employee report issue to Employer Representative (HOS/Director), who meets with them ASAP to define corrective actions

Is issue resolved?

Supervisor/Manager defines corrective action in consultation with employees

Employee reports issue first to Supervisor/Manager, then to Health and Safety Representative

**EMPLOYEE IDENTIFIES OHS ISSUE**

NO

YES

YES

NO

YES

NO

YES

NO

Does issue present
**immediate and severe**
risk?