

<b>TITLE</b> <b>CODE OF PRACTICE - INTERNAL RESPONSIBILITY SYSTEM FOR HEALTH &amp; SAFETY CONCERNS</b>		<b>DOCUMENT NO.</b> <b>Section 5</b>	<b>DOCUMENT TYPE</b> <b>Health &amp; Safety</b>	<b>PAGE</b> <b>1 of 2</b>
		<b>ISSUE DATE (yyyy/mm/dd)</b> <b>1997/09/22</b>	<b>REVISION DATE (yyyy/mm/dd)</b> <b>2012/06/21</b>	<b>REV.NO.</b> <b>3</b>
<b>AREA</b>	<b>ISSUED BY DEPARTMENT</b> <b>USSC Lake Erie Works</b>	<b>ISSUED BY</b> <b>K. Fennel, T. Jones</b>		<b>ELEMENT</b>
<b>SUB AREA</b>	<b>MODULE/GROUP</b>	<b>AUTHORIZED BY</b> <b>Joint Health &amp; Safety Committees</b>		<b>LEVEL</b>

**SECTION 5**  
**INTERNAL RESPONSIBILITY SYSTEM FOR**  
**HEALTH & SAFETY CONCERNS**

It is the desire of the workplace parties, that the Internal Responsibility System be utilized when dealing with matters relating to health and safety. Any complaint should be raised to the Joint Health and Safety structures in place and an attempt made to address the complaint, before it is made to a government body.

The following steps should be taken to deal with health and safety concerns:

1. Contact should be made with the immediate supervisor to report the concern. The supervisor should respond in a reasonable period of time. If a hazard exists, appropriate action should be taken to ensure no worker is exposed to the hazard.
2. If the response is not provided in a reasonable period of time, the remedy is going to take longer than the shift, it is going to take time to get a response from the appropriate people or if it is unsatisfactory in the opinion of the employee, the concern should be entered in the department safety log book. Contact supervisor and inform of entry. A response should be written in the safety log book in a reasonable period of time.
3. If the employee is still not satisfied with the response or the length of time to correct, the concern should be discussed with an area health and safety representative, who will discuss the concern with Senior Supervision.
4. If the matter is still not satisfactorily resolved in the employee's opinion, the issue is to be discussed between the chief area health and safety representative and the department Area Manager.

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- If there is still no satisfactory resolution the issue will be brought to the attention of the appropriate Joint Health and Safety Committee for resolution and recommendations.

**\*\*Reasonable Period of Time\*\***

What is reasonable will depend on the nature of the concern. Many issues can and should be addressed during the shift on which the issue was raised. Other more complex issues may take several days or even weeks to be fully investigated. In the meantime, steps must be taken to ensure no worker is exposed to a hazard.

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