# REPORTING A SAFETY ISSUE

Generally, the law provides employers with an opportunity to address a safety issue before that safety issue is reported to the Workers Compensation Board.

**STEP 1 – REPORT AND REQUEST ACTION**

Write a detailed description of the safety issue and hazard, and the possible harm and send/email to:

- School principal, AND
- School Safety Committee/Chair.

Ask when you will be provided with a response and when action will be taken to address the safety concern.

Keep records of these communications.

**STEP 2 – FOLLOW UP WITH SCHOOL PRINCIPAL AND SAFETY COMMITTEE CHAIR**

If you have not been provided with the appropriate and reasonable response by the time the employer indicated a response would be provided, then you should first follow up with the School Principal and Safety Committee chair to again ask for a timely response and action by the employer.

Keep records of these communications.

If you do not receive a timely and satisfactory response from the Principal or Safety Committee which properly addresses and controls the safety issue(s) then:

**STEP 3 – REPORT TO WCB**

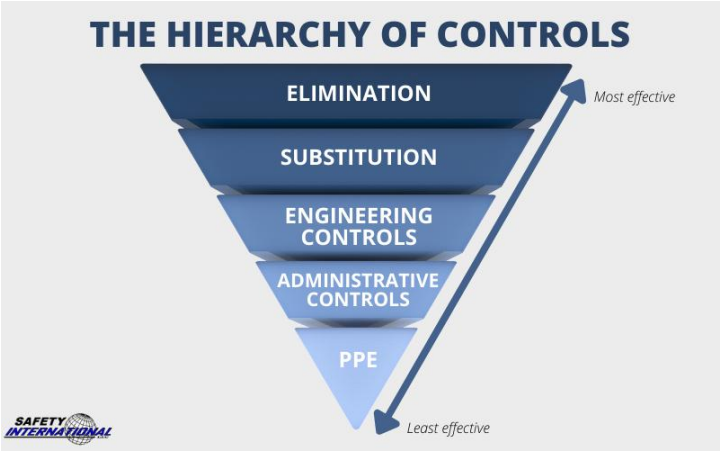
Report the employer's failure to properly respond to the safety issues you have raised by contacting the Yukon Workers' Safety & Compensation Board at **867-667-5450**, or toll free 1800-661-0443, and ask to speak to an occupational health and safety officer or email worksafe@wcb.yk.ca

**HAZARD =** is any source of potential damage, harm or adverse health effects on something or someone.

**RISK =** is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard.

**CONTROL =** controls protect workers from workplace hazards

**What is an appropriate safety control?**




The hierarchy of controls is a step-by-step approach to eliminating or reducing workplace hazards.

**What is a reasonable timeline for control to be implemented?**

