## Flow Chart for SUN's OH&S Process - Immediate Risk or Harm

## **EMERGENT HAZARD/ISSUE IDENTIFIED\*** \*In an emergent situation, the primary **ADDRESS SITUATION\*** focus should be to address the incident, regardless of whether the employee is a 1. Hazard controlled, removed or mitigated. SUN member or not. 2. Address injury, if necessary. Once safety has been resumed, advise 3. Safety protocols implemented. the employee to report the incident to 4. Area or patient secured. their Union OH&S Representative. 5. Report incident to immediate supervisor. **DOCUMENT INCIDENT** 1. Ensure member has: · Reported incident to immediate supervisor, if not done. Completed Employer Incident Report. Completed Employer Injury Report, if required. • Completed WCB claim, if required. 2. Complete SUN OH&S Fact Sheet \*\* REPORT ISSUE TO OHC Present facts of the incident as determined by follow up investigation. Provide recommendation(s) for resolution as identified by member. **ISSUE RESOLVED TO ISSUE UNRESOLVED MEMBER SATISFACTION FOLLOW UP WITH MEMBER TO COMMITTEE INVESTIGATION ENSURE ISSUE RESOLVED CONDUCTED** (if required) COMMITTEE **RECOMMENDATIONS IMPLEMENTED** (if required) **ISSUE RESOLVED TO ISSUE UNRESOLVED** MEMBER SATISFACTION FOLLOW UP WITH MEMBER TO FOLLOW UP WITH MEMBER TO **ENSURE ISSUE RESOLVED DETERMINE ROOT CAUSE** (5 Why's)

## \*\*PARALLEL COURSE OF ACTION

- If at any point during an investigation a labour relations (LR) issue is discovered, the LR component is referred to Local President/Executive and the assessment stage for further investigation and determination of best course of action in terms of the grievance process.
- Similarly, if at any point during an investigation a professional practice issue is discovered, the practice component is referred to the Local NAC Chair and the assessment stage for further investigation and determination of best course of action in terms of the NAC process.
- When required, the OH&S, NAC and grievance processes will run parallel to resolve the issue.