

Flow Chart for SUN's OH&S Process – Potential Hazards

**MEMBER/EMPLOYEE* IDENTIFIES
POTENTIAL HAZARD**

Hazard: any activity, situation or substance that could harm a worker.

Categories:

- Chemicals
- Physical hazards
- Biological agents
- Psychological fallout
- Ergonomic issues
- Accidents

**If a non-SUN member raises a concern, first ensure the matter is not emergent and no one is in imminent danger.*

If the matter is not emergent, advise the employee to report the incident to their Union OH&S Representative.

If the situation is of an urgent matter, address the situation (see Flow Chart for Emergent Incident)

CONFIRM

1. Hazard has been mitigated or removed.
2. Area or patient has been secured.
3. Incident has been documented as per Employer policies and procedures.
4. Incident has been reported to immediate supervisor.

CONDUCT FOLLOW UP INVESTIGATION**
(SUN OH&S Fact Sheet)

**ISSUE RESOLVED TO
MEMBER SATISFACTION**

PROVIDE UPDATE TO OHC

**FOLLOW UP WITH MEMBER TO
ENSURE ISSUE RESOLVED**

ISSUE UNRESOLVED

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
MEMBER SATISFACTION**

**FOLLOW UP WITH MEMBER TO
ENSURE ISSUE RESOLVED**

ISSUE UNRESOLVED

**COMMITTEE INVESTIGATION
CONDUCTED (if required)**

**COMMITTEE
RECOMMENDATIONS
IMPLEMENTED (if required)**

**ISSUE RESOLVED TO
MEMBER SATISFACTION**

**FOLLOW UP WITH MEMBER TO
ENSURE ISSUE RESOLVED**

ISSUE UNRESOLVED

**FOLLOW UP WITH MEMBER TO
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.