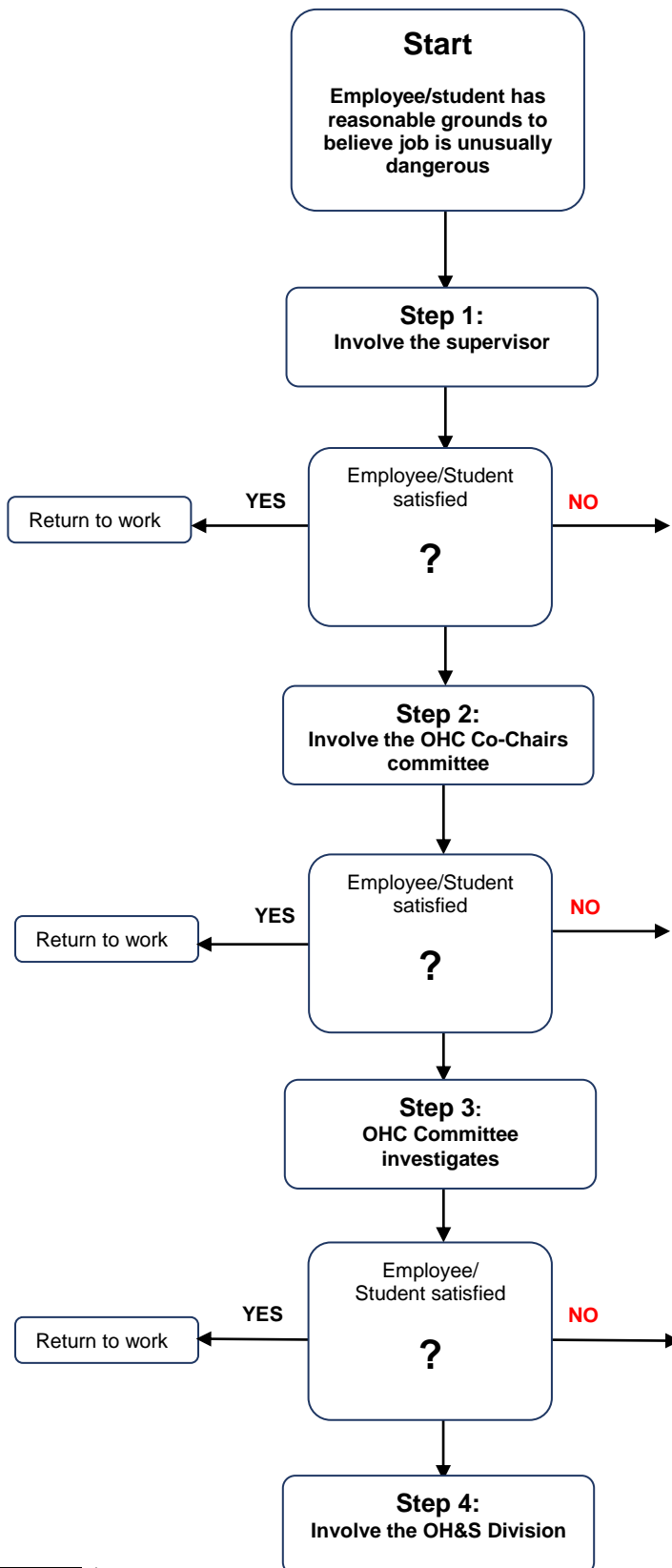


Procedure for investigating a refusal to work



- The refusing employee/student informs the supervisor that the job/task is being refused for health and safety reasons.
- The supervisor and employee/student attempt to resolve the concern. The supervisor may reassign the employee/student during the investigation.
- The employee/student does not leave the university without the permission of the supervisor.
- The supervisor contacts Health, Safety & Wellness to assist in the resolution of the refusal. Health, Safety & Wellness contacts the appropriate committee representative (CUPE, APT or URFA).
- Occupational Health and Safety Committee Co-Chairs interview the employee/student and supervisor.
- Occupational Health and Safety Committee Co-Chairs refer to University policies, procedures and applicable legislation.
- Health, Safety & Wellness and the Occupational Health and Safety Committee representative convene an emergency committee meeting. The committee investigates the refusal.
- If required, a quorum of the committee votes to decide if the disputed work is unusually dangerous. Unanimity is required to vote against the refusal.
- The committee sends its recommendations for corrective action to the supervisor and VP Admin. The VP Admin reports the University's actions to the committee.
- An occupational health and safety officer investigates and provides a written ruling to the parties.
- Anyone directly affected by the officer's decision may appeal under Part VIII of the Act.