

A Work Concern vs A Work Refusal

What is a Formal Work Concern?

A work concern is when you have a concern that needs to be addressed by the employer. These work concerns may include air quality, temperature, mould, odours, violence, ergonomics, Safe Schools incidents, etc.

When am I able to do a Work Concern?

Before you do a formal work concern, you must first bring these concerns to the attention of your administration. You must give them time to resolve these concerns. If these concerns are not resolved and continue to persist, you may do a formal work concern.

Is a Work Concern the same as a Work Refusal?

A work concern is not the same as a work refusal. You continue to work in your current assignment. The timelines are also much longer. Once a work concern is documented, it is sent to the members of the JOHSC. The YRDSB has 21 days to review the work concern and attempt to address these concerns (e.g., putting things in place, etc.). **If you are in imminent danger, do not do a work concern. Do a work refusal.**

I would like to initiate a formal work concern. What do I do next?

Your concerns have not been resolved with the administration. You will contact your Health and Safety Officer at healthandsafety@etfo-yr.on.ca. You will book a time to meet with your Health and Safety Officer. This may be at lunch, during your prep, before school or after school. You present your concerns. You will share the actions you would like to see taken to help resolve these concerns. Your health and safety officer will fill out the work concern form before taking these concerns to the administration.

Is my administration contacted?

Yes. After you have completed the work concern, these concerns and recommendations are presented to your principal. A meeting will take place between the health and safety officer and the administration. Your administration will be interviewed. After the interview, the formal work concern paperwork will be completed. The formal work concern will be presented to your principal. They will read it, complete their section and then return it to the health and safety officer. The work concern will then be submitted to Health and Safety at the YRDSB.

What happens if I do not agree with the YRDSB's recommendations?

At this point, you have two possibilities. The first step would be a formal work refusal. You would contact your Health and Safety Officer for guidance. The second option is to contact the Ministry of Labour and make a formal complaint. Once again, you would contact your Health and Safety Officer for guidance before taking this step.

STEPS OF A FORMAL WORK CONCERN

You have a health and safety concern at work.

You present these concerns to your administration.

Your administration does not address your concerns.

The concerns persist.

You contact your Health and Safety Officer.

A formal work concern begins.

You set a time to meet with your Health and Safety Officer
(This time is not "release" time. It can be before school, lunch or after school
or during your prep.)

A work concern form is filled out.

The Health and Safety Officer takes these concerns to your administration.

Your administration is interviewed by your Health and Safety Officer.

The work concern form is presented to your principal to complete.

The work concern form is sent to YRDSB Health and Safety

Your concern is addressed in 21 days.

**If you feel you are in imminent danger, you should do a Work Refusal
instead of a Work Concern**