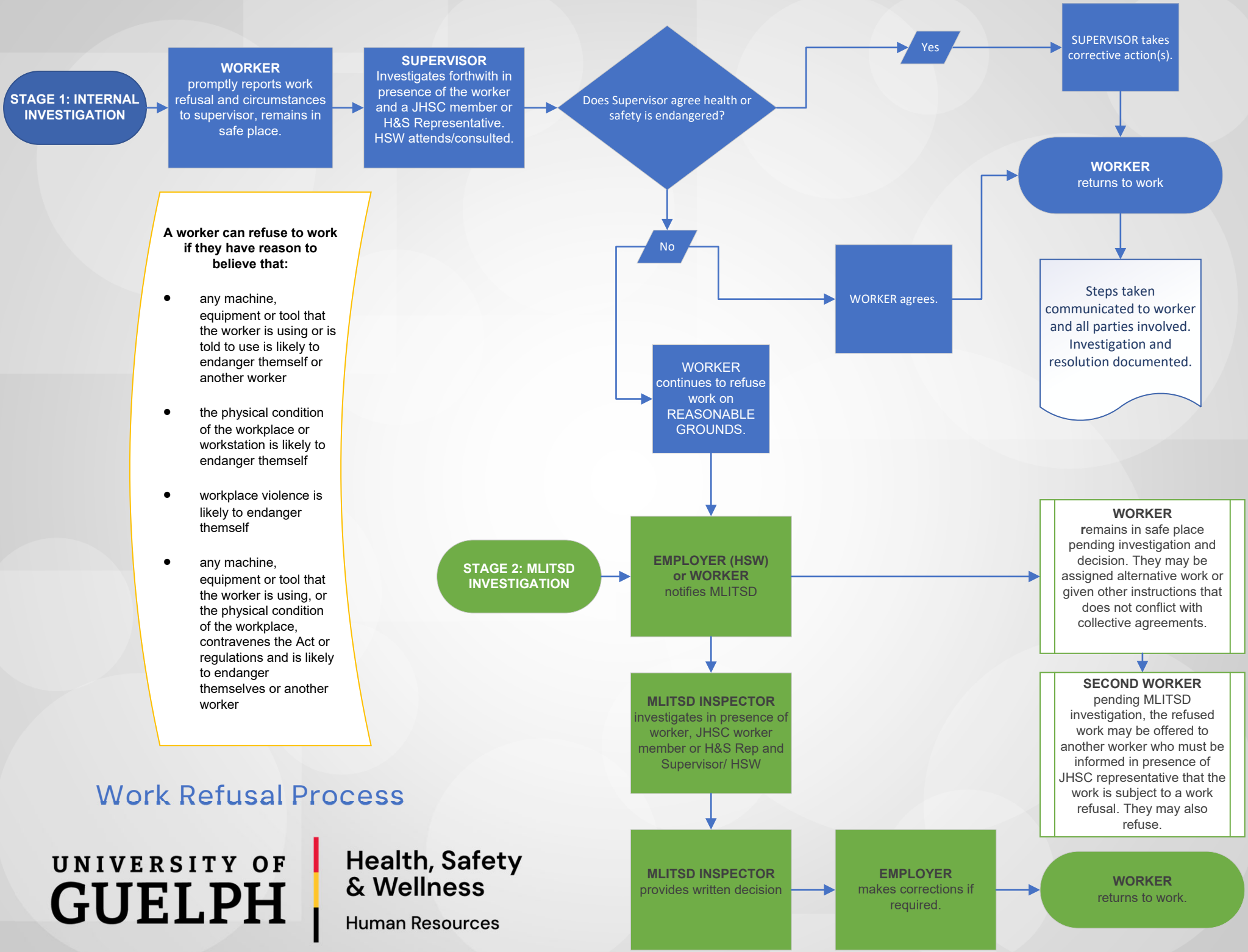

Work Refusal Process

UNIVERSITY OF GUELPH | Health, Safety & Wellness
Human Resources

Work Refusal Stage 1: Internal Investigation - Documentation

Yes	No	Item	Date Completed
☐	☐	HSW is notified of formal Work Refusal (call HSW at ext. 53282)	
☐	☐	Supervisor has completed investigation in the presence of worker and a JHSC member or H&S Representative. HSW attends and supports the investigation process. Summary of Investigation:	
☐	☐	Agreement by supervisor, JHSC or H&S Representative and worker that the issue is resolved. If No, date/time MLITSD called:	
☐	☐	Steps taken to resolve issue have been communicated to all parties involved. Summary of steps taken:	

	Name *(printed)*	**Signature**
Worker:		
JHSC Member or H&S Representative:		
Management Representative:		
HSW Representative:		