

STAGE 1: INTERNAL INVESTIGATION

WORKER
promptly reports work refusal and circumstances to supervisor, remains in safe place.

SUPERVISOR
Investigates forthwith in presence of the worker and a JHSC member or H&S Representative. HSW attends/consulted.

Does Supervisor agree health or safety is endangered?

Yes

SUPERVISOR takes corrective action(s).

WORKER
returns to work

Steps taken communicated to worker and all parties involved. Investigation and resolution documented.

WORKER agrees.

WORKER
continues to refuse work on
REASONABLE GROUNDS.

A worker can refuse to work if they have reason to believe that:

- any machine, equipment or tool that the worker is using or is told to use is likely to endanger themselves or another worker
- the physical condition of the workplace or workstation is likely to endanger themselves
- workplace violence is likely to endanger themselves
- any machine, equipment or tool that the worker is using, or the physical condition of the workplace, contravenes the Act or regulations and is likely to endanger themselves or another worker

STAGE 2: MLITSD INVESTIGATION

EMPLOYER (HSW) or WORKER
notifies MLITSD

MLITSD INSPECTOR
investigates in presence of worker, JHSC worker member or H&S Rep and Supervisor/ HSW

MLITSD INSPECTOR
provides written decision

EMPLOYER
makes corrections if required.

WORKER
returns to work.

WORKER
remains in safe place pending investigation and decision. They may be assigned alternative work or given other instructions that does not conflict with collective agreements.

SECOND WORKER
pending MLITSD investigation, the refused work may be offered to another worker who must be informed in presence of JHSC representative that the work is subject to a work refusal. They may also refuse.

Work Refusal Process

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 (<i>printed</i>)	Signature
Worker:		
JHSC Member or H&S Representative:		
Management Representative:		
HSW Representative:		