



<http://cupe.on.ca/reportit>

Dear Member:

Health and Safety is everyone's responsibility. We need to foster a culture of reporting hazards, incidents and injuries.

The reporting needs to include a '**paper trail**'. Formal reporting is the best tool that we have. We want to prevent accidents from happening in the first place. Written reporting does not need to be done using Brock documents, but it is advisable. We have included the two most common Brock reporting documents in this package.

Remember, if you don't report, it didn't happen !

We have created a short Q&A for you. If they don't answer a specific question you have, please contact one of us and we will do our best to answer your question or find someone who can.

Your Health and Safety Officers,

Bryan Giordano and Phil Wachel

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## **Health & Safety Q&A**

**Question:** There is a H&S problem at my workplace.  
Should I report it to my H&S Officer first?

**Answer:** Always report a workplace hazard to your Supervisor first.  
If you report the problem verbally, follow up with an email detailing the problem reported and that you and the Supervisor spoke about this. CC a H&S Officer on the email.

**Question:** I see a tripping hazard in the Zone 1 Parking Lot. What should I do?

**Answer:** Take a photo of it & email the hazard to [besafe@brocku.ca](mailto:besafe@brocku.ca)  
CC a H&S Officer on the email.

**Question:** A student is exhibiting tendencies that are violent. What should I do?

**Answer:** Fill out an Injury/Incident Report and hand it to your Supervisor.  
A H&S Officer can offer you guidance before submitting the form.

**Question:** I feel that I am being harassed at work. What should I do?

**Answer:** No worker should face harassment. Contact one of your H&S Officers, the Equity Officer, or the Local's President for guidance. You may wish to make a complaint under the Respectful Work and Learning Environment Policy (RWLEP).



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