

**OHS**

**DON'T JEOPARDIZE YOUR HEALTH**



**MAKE A REPORT**

**YOUR EMPLOYER IS  
REQUIRED TO ACT**



# PLAY A PART IN PROTECTING YOUR PHYSICAL AND PSYCHOLOGICAL HEALTH!

As a worker in the health and social services system, you can contribute to occupational health and safety (OHS).

## SPEAK UP AND REPORT

- dangerous or risk situations;
- incidents and accidents that happen in your workplace.



## WHAT SHOULD BE REPORTED?

Here are some examples: work overload; verbal violence; physical violence on the part of a service user; repetitive movements that cause pain.

These situations must be reported using an incident/accident report form or the employer's form for reporting a dangerous situation.

For more information:

[Reporting to protect yourself](#)

[Work overload is a recognized risk factor](#)

[What are musculoskeletal disorders?](#)

## WHY MAKE A REPORT?

- To make sure that your employer takes action to solve the problem.
- To prevent accidents.
- To document the risks associated with your sector, so that members of the health and safety committee can target them more effectively and give them priority.
- To make sure that workers participate in the identification and elimination of risks of work accidents or occupational diseases at their workplace, as set out in Article 49 of the *Act respecting occupational health and safety*.<sup>1</sup>
- To preserve data that may be useful when presenting a claim arising from a professional injury,<sup>2</sup> filing a complaint with the prevention and inspection department of the CNESST (Québec's labour standards, pay equity, and occupational health and safety commission), or in other situations.

<sup>1</sup> <https://www.legisquebec.gouv.qc.ca/en/document/cs/S-2.1>

<sup>2</sup> <https://www.cnesst.gouv.qc.ca/en/forms-and-publications/workers-claim>



## BACKGROUND

The following changes have been implemented under the *Act to modernize the occupational health and safety regime*.

Since April 6, 2022, all workplaces with 20 or more workers have been required to set up the following mechanisms to ensure prevention and participation:

1. a health and safety committee for every facility or group of facilities,
2. a prevention program that includes the identification of risks,
3. designation of a health and safety representative.

These new mechanisms provide an opportunity to take action in the area of occupational health and safety. For more information, see the following resources:

On the *Act to modernize the occupational health and safety regime*: ASSTAS, [Dossier thématique : Loi modernisant le régime de santé et de sécurité du travail](#) and CNESST, [An Act to modernize the occupational health and safety system in brief](#).

On the interim plan on prevention and participation mechanisms: CNESST, [Régime intérimaire des mécanismes de prévention et de participation](#).

## TO WHOM SHOULD I SEND MY REPORT?

To your immediate supervisor, who is responsible for following up on your report and investigating the causes of the accident in order to eliminate risks. Your supervisor is required to identify both immediate and root causes, to take appropriate corrective and preventive measures so that the situation does not happen again, and to let the person who filed the report know about these measures. Your supervisor is required to act on the situation in order to eliminate, reduce or control risk at the source. This means that you can question your manager and ask for follow-up on your report.

According to Article 51 of the *Act respecting occupational health and safety*, the employer must:

**(3)** ensure that the organization of the work and the working procedures and techniques do not adversely affect the safety or health of the worker; (...)

**(5)** use methods and techniques intended for the identification, control and elimination of risks to the safety or health of the worker (...).

When corrective or preventive measures are taken in the workplace, there must be a follow-up to assess the measures and make changes as needed.



# IT'S NOT WORKING. WHAT SHOULD I DO?

Contact your union. It can answer your questions, meet you (alone or with others), and help you find strategies that will enable you to act and induce your employer to take preventive and corrective measures.

Here are some possibilities:

1. If you're the only person experiencing or witnessing a risk situation, you can ensure that the situation is documented by filling out a report every time it occurs.
2. If you and several of your colleagues are experiencing or witnessing a risk situation, the fact that each one of you makes a report whenever the situation arises will ensure that the issue is well documented and will confirm the importance of taking action. Making reports as a group tends to help people mobilize.
3. If your entire team is experiencing or witnessing the situation, making a report together is an option that allows you to share the problem. A group report carries weight and can lead to change.

## IN CONCLUSION

Whether you do so individually or as part of a group, it is very important that you report the event or situation and that you make a report each time it occurs.

### MAKE A REPORT:

To bring about change

To create a safe and healthy workplace

To make sure your employer fulfills their OHS obligations and responsibilities

To make sure risks are identified, analyzed and corrected

To make Québec's health and social service system healthier and more human

To stop jeopardizing your health!