# ANNEX 13 C - WORK REFUSAL PROCESS

Employee(s) notifies immediate manager/supervisor of work refusal if they have reasonable cause to believe that it presents a danger.

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Manager/Supervisor informs the Senior Local Employer Representative (SLER).

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Manager/Supervisor investigates with employee present.

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Manager/Supervisor in consultation with SLER prepares written report.

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**Agrees Danger Exists**
Takes immediate action to protect employee(s) and inform Local Occupational Health and Safety Committee (LOHSC) / Representative (LOHSR).
**Resolved**

If the matter is not resolved, the employee(s) may continue to refuse. Employee notifies manager/supervisor and LOHSC/LOHSR.

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LOHSC/LOHSR investigates with employee present.

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LOHSC/LOHSR provides written report and recommendations to SLER.

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Manager/Supervisor and SLER may provide additional information to LOHSC/LOHSR.

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LOHSC/LOHSR may consider new information and provide revised report.

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After receiving LOHSC/LOHSR report(s) manager/supervisor makes decision in consultation with SLER.

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**Decision**
**Danger Exists**
Takes immediate action to protect employee(s) and inform LOHSC/LOHSR.
**Resolved**

**Decision**
**Danger Exists**
but is a normal condition of employment or refusal puts another person in danger. Manager/Supervisor notifies employee in writing.

**Decision**
**No Danger**
Manager/Supervisor notifies employee in writing.

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Employee(s) continues to refuse to work.

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SLER immediately informs Federal Minister of Labour and LOHSC/LOHSR.

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SLER provides all investigation reports to Minister.

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The Minister conducts an investigation unless the Minister is of the opinion that the refusal is trivial, frivolous or vexatious, or made in bad faith. The Minister gives written notification of decisions to the employer and the employee.