

WORK STOPPAGE AND /OR REFUSAL OF UNSAFE WORK Investigation Report

When an administrator or supervisor is notified by an employee of a work refusal due to unsafe conditions or imminent danger, they shall investigate the situation and take action to eliminate the danger. The supervisor / administrator must prepare a written record of the employee's notification, their investigation of the concern and the action taken. This report form should also be used to document the investigation and action taken when a formal work stoppage due to unsafe conditions is initiated by a supervisor or administrator. Support and assistance is available by contacting the Safety Manager at 227-

stoppage due to unsafe conditions is inflated by a supervisor of administrator. Support and assistance is available by confacting the Safety Manager at 227-7070 or 396-3248.					
School or Facility			Date Supervisor Notified by Employee (D/M/Y)		
Location of Concern		Time Supervisor Notified by Employee			
Concerned Employee's Name			Employee's Position (e.g. Custodian, teacher, etc.)		
	Check which applies:	Wo	ork Refusal 🔲	Work Stoppage	;
CIRCUMSTANCES	Reason for work stoppage or work refus	al:			
INVESTIGATION	Findings of Investigation				
	Decision and Corrective Measures:		Action By	:	Date Completed:
ACTION TAKEN	Employee agrees with the decision / actions taken by supervisor Investigated By: Reviewed By: Additional comments:	Yes No Date:	assistance Supervisor		CESD Safety Manager for