

**Queen's University Environmental Health & Safety**

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| <b>Revision:</b><br>2.0               | <b>Subject:</b><br>Refusal to Work |                                       |

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Be knowledgeable about the hazards in their area;

Be kno

<http://www.queensu.ca/humanresources/policies/workplace-issues/interim-workplace-harassment-discrimination-policy> ;

Be knowledgeable about the Refuse to Work process and;

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**Work Refusal Report**

|  |                        |       |
|--|------------------------|-------|
| <b>Section A. Employee to Complete this Section</b>  |                        |       |
| Name of Employee:  | Date:                  | Time: |
| Name of Supervisor:  |                        |       |
| Location of Work Refusal:  |                        |       |
| Task Assigned:   |                        |       |
| Employee Comments:   |                        |       |
| Employee Signature:  |                        |       |
| <b>Section B. Supervisor to Complete this Section</b>  |                        |       |
| Date of Investigation:   | Time of Investigation: |       |
| Action Recommended:  |                        |       |
| <b>Section C. JH&amp;SC Worker Member to Complete this Section</b>                             |                        |       |
| Employee and JH&SC Worker Member satisfied that concerns have been resolved:<br>Yes ( ) No ( ) |                        |       |
| Action Recommended:  |                        |       |
| JH&SC Worker Member Signature:   |                        |       |