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<b>TITLE</b>	Refusal of Work Policy
<b>POLICY NO:</b>	2016-059

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## **POLICY STATEMENT:**

Superior EMS strives to deliver quality products and services to the community. It is expected that all employees and volunteers will follow the instruction or direction of their direct supervisors, management as well as work within their expected job descriptions. From time to time, these job descriptions may change to reflect the requirements of the company. In addition from time to time employees and volunteers may be assigned to various taskforces, specialty teams, or projects where appropriate, and it is expected that the employee or volunteer will conduct themselves within the tasks assigned unless there is a legal right to refuse the work (i.e. under the Occupational Health and safety act). This policy will establish the protocol on the right to refuse work.

## **SCOPE:**

All Staff and Volunteers

## **POLICY:**

1. All staff and volunteers are expected to perform to their designated job descriptions at all times, including but not limited to patient care responsibilities, ongoing training requirements, administrative requirements or other tasks as assigned by their direct supervisor or company management.
2. If a staff member or volunteer is assigned to a specific team or taskforce, it is expected that they will comply with the requirements for the assignment, within the scope of their training.
  - a. If a staff member or volunteer is assigned to a specific team or taskforce that they feel they are not qualified in, it is their responsibility to review their concerns with the management team, and acquire the required training to continue to be employed with the company if they are deemed essential for participation on the assigned team or taskforce.
3. If a staff member or volunteer is assigned to a specific project, it is expected that they will comply with requirements for the assignment, within the scope of their training, and are expected to request support or assistance for anything outside the scope of their training.
4. A worker does not have the right to refuse work under section (2) or (3) above and any refusal without risk of safety will be deemed non-compliance. Superior EMS will make every attempt to provide the required support to ensure the individual is operating within the requirements,



however if the individual continues to refuse the assignment, they may be subject to immediate termination.

5. Any Superior EMS staff or volunteers have the right to refuse unsafe work as described in the Occupational Health and Safety Act.

#### Procedure for Refusing Unsafe Work

1. The staff or volunteer must notify their immediate supervisor or management that the work is being refused and explain why.
2. The supervisor or management must investigate the situation immediately, in the presence of the worker.
3. The refusing worker must remain in a safe place near the workstation until the investigation is completed.
4. The staff or volunteer can continue to refuse work if there is reasonable grounds for believing that the work continues to be unsafe.
5. If a continuation of work refusal occurs at stage (4) then the worker, and the company must notify the Ministry of Labour for further investigation.

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<b>Date of Approval:</b>	28 September 2016
<b>Date to be Reviewed:</b>	28 September 2018
<b>Authority:</b>	Chief of EMS Operations

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