

HR POLICY AND OPERATIONS BUREAU

5. Staff Relations Division

HR POLICY & OPERATIONS BUREAU

Overview

Human Resources Policy Division




Staffing & Classification Division

Locally Engaged Staff Division

Staff Relations Division

OCCUPATIONAL SAFETY & HEALTH PROGRAM

Delivery Standard

1. Ergonomics		
<ul style="list-style-type: none"> ➔ Acknowledge request ➔ Analysis of specifics of request to explain action to be taken ➔ May go to outside source (Health Canada) ➔ Return of report from Health Canada ➔ Follow up when necessary 	<p style="text-align: right;">2 days</p> <p style="text-align: right;">5 days</p> <p style="text-align: right;">Upon availability</p> <p style="text-align: right;">10 days</p> <p style="text-align: right;">As required</p>	
2. Mini-Clinics Overseas		
<p><i>Contract for renewal of location</i></p> <ul style="list-style-type: none"> ➔ No change ➔ With changes <p><i>Recommendation for new clinic</i></p> <ul style="list-style-type: none"> ➔ Acknowledge ➔ Assess ➔ Implement 	<p style="text-align: right;">2 days</p> <p style="text-align: right;">15 days</p> <p style="text-align: right;">2 days</p> <p style="text-align: right;">20 days</p> <p style="text-align: right;">Mission & Doctor's responsibility</p>	
3. Advice and Guidance		
<ul style="list-style-type: none"> ➔ Acknowledge request ➔ Response 	<p style="text-align: right;">2 days</p> <p style="text-align: right;">Depends on complexity</p>	
4. Complaints		
<ul style="list-style-type: none"> ➔ Response to Part II of Canada Labour Code (given priority) ➔ General complaint ➔ Further investigation/assessment 	<p style="text-align: right;">1-2 days</p> <p style="text-align: right;">5 days</p> <p style="text-align: right;">Depends on complexity</p>	