



## COVID-19

# Local Workplace Representative COMPLAINTS PROCEDURE

### DAILY INSPECTION

- ✓ Local Workplace Representative (LWR) should carry out daily inspection of the workplace using the checklist.
- ✓ Best carried out with employer Covid-19 representative.
- ✓ Where noncompliance with checklist is observed or complained of by employees.
- ✓ LWR should agree an action plan with employer representative to address concerns.

### WHERE EMPLOYER REFUSES

- ✓ LWR should raise the matter with a more senior manager in the employment.
- ✓ Notify safety representative and trade union representative.
- ✓ Seek solution.
- ✓ Where a senior manager is unable, or refuses to deal with the issue, refer to [wcu@hsa.ie](mailto:wcu@hsa.ie).
- ✓ If HSA send an inspector you are entitled to accompany them during the inspection and a copy of any recommendations or orders.
- ✓ If your complaint is not dealt with, or you are dissatisfied, you may take the matter up with your union or refer to [covid@ictu.ie](mailto:covid@ictu.ie).