

# Reporting a Safety Concern

If you believe that:

- there has been a contravention of the Canada Labour Code, or
- there is likely to be an accident or injury to health arising out of, linked with or occurring in the course of employment

**You have a right as an employee to raise this concern using the Internal Complaint Resolution Process (ICRP).** This process provides the employer/supervisor with the opportunity to address and correct employee concerns in a more timely and efficient manner.

## Internal Complaint Resolution Process (ICRP)

1

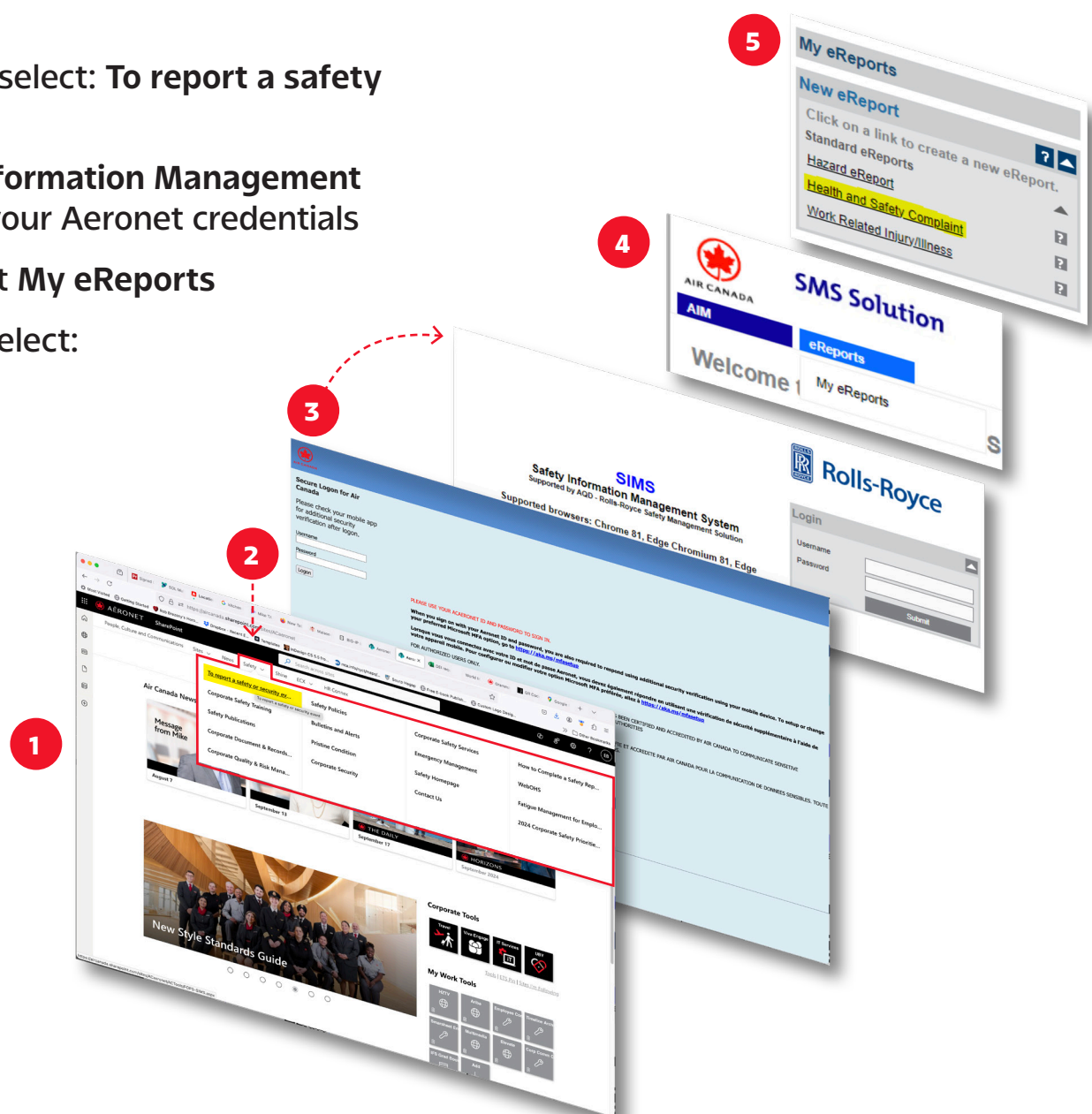
### Speak to your manager

Speak to your manager to see if a solution can be implemented to address your concern immediately.

2

### Submit your Health or Safety concern via SIMS

1. Login to Aeronet
2. Under the Safety tab, select: To report a safety or security event
3. Login to the Safety Information Management System (SIMS) using your Aeronet credentials
4. Under eReports, select My eReports
5. Under New eReport, select: Health and Safety Complaint



3

**Monitor your Air Canada email for your managers response and any further actions to resolve the complaint.**



CORPORATE SAFETY,  
SECURITY AND QUALITY