## HAZARD REPORTING PROCEDURE PURPOSE

The purpose of this policy is to outline the hazard reporting process for employees to follow when reporting hazards.

SCOPE

This procedure applies to all employees and is to be used when a potential or actual hazardous act or condition is identiﬁed.

DEFINITIONS

Unsafe Act - Behaviours that could lead to an accident/incident.

Examples of unsafe acts can include using equipment in an unsafe or careless manner or not using Personal Protective Equipment as required.

Unsafe Condition - Circumstances that could allow an accident to occur.

Examples of unsafe conditions can include inadequate, improper or lack of safety devices; slippery work surfaces; and containers that are not labelled.

STANDARDS/PROCEDURES

It is the duty of all employees to report hazards to their manager/supervisor. This should be done using the Hazard Reporting Form following the procedure below. All hazards will be identiﬁed as major, moderate or minor as deﬁned here and will be dealt with in priority sequence.

Major hazards are deﬁned as those with a high-risk potential. They are serious or signiﬁcant hazards and should receive high priority for immediate controls or elimination.

Moderate hazards are deﬁned as those with medium risk potential and require controls as soon as possible.

Minor hazards are deﬁned as those with low-risk potential and require controls after any higher priority hazards have been addressed.

If the hazard is minor and can be corrected in a safe and healthy manner by the employee and their supervisor, they should do so (i.e. moving boxes that are blocking a doorway). All other hazards that are more serious or require expertise should be dealt with by the employer or supervisor with the assistance of the health and safety committee. The employer/supervisor will take immediate action to control the hazard and then document the action taken using the Hazard Response Form.

PROCEDURE

Upon the discovery of a hazard, any employee of <ORGANIZATION NAME> must proceed in the following manner:

* Complete the Hazard Reporting Form indicating whether the hazard is minor, moderate, or major.
* If the hazard is minor and can be corrected in a healthy and safe manner by the employee or committee member, they should proceed and then record the action taken on the back of the Hazard Reporting Form.
* If the hazard is moderate or major, the supervisor, with the assistance of the health and safety committee, will be required to provide a response with the immediate action taken at the time of the report, within 21 days of receiving the report, including the development and implementation of health and safety controls and safe operating procedures.

All responses will be reported on the Hazard Response Form, with copies sent to the employee reporting the hazard and the health and safety committee for record-keeping purposes.

ROLES/RESPONSIBILITIES

Management

* Act as a resource to supervisors and workers;
* Review completed Hazard Report Forms to identify any other improvements, corrective action or proactive initiatives;
* Fill in the Hazard Report Form with the assistance of the employee reporting the hazardous condition/act;
* Rate all hazards using the Hazard and Risk Assessment Form;
* Ensure that any hazardous conditions or acts are followed up on a timely basis; Ensure that all the action(s) are completed; and,
* Ensure that copies of the Hazard Report Form are distributed to Senior Management and the safety committee.

Employees Must:

Report immediately to their supervisor the existence of any hazard of which they are aware and assist the supervisor with completing the Hazard Report Form.