## HAZARD REPORTING POLICY

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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 Coordinator. 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 supervisor, they should proceed and then record the action taken on the back of the Hazard Reporting Form.
* Distribute the completed form to the Branch Manager, with copies being given to the President and the Joint Health and Safety Committee.
* The Branch Manager will complete a copy of the Hazard and Risk Assessment Form to assess and rate the hazard.
* If the hazard is moderate or major, the employer, supervisor with the assistance of the Health and Safety Coordinator 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, the Joint Health and Safety Committee, the Senior Management Team, and to the Health and Safety Coordinator for record-keeping purposes.

ROLES/RESPONSIBILITIES

Management

* Act as a resource to workers; and
* 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 Worker Health and Safety Representative/Joint Health and Safety Committee.

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Employee

Report immediately to his/her supervisor the existence of any hazard of which he or she is aware; and,

Assist the supervisor with completing the Hazard Report Form.

COMMUNICATION

* This procedure is communicated to all Employees, Supervisors and Management through Staﬀ meetings;
* Orientation of new employees; and/or,
* Coaching of employees was found to have contravened this procedure.

TRAINING

* Management will monitor the use of the Hazard Report Form, and,
* If needed, training in its use will be provided to all Supervisors and Employees.

EVALUATION/REVIEW

Evaluation of this procedure and the Hazard Report form will be done by Management on an annual basis in cooperation with the Worker Health and Safety Representative(s)/Joint Health and Safety Committee.