

Hazards Reporting Policy



Section Health & Safety Policies	Date February 18, 2020	By-Law Number 26-2020	Page 1	Of 2
Subsection Hazards Reporting	Repeals By-Law Number 27-2012		Policy Number HS-11	

Purpose

It is recognized that involving and empowering employees promotes increased acceptance of health and safety initiatives which should result in the reduction of workplace hazards. The underlying philosophy of the Internal Responsibility System is that workplace health and safety is the shared responsibility of all workplace parties. This policy is intended to provide workers with the means to report workplace hazards and to participate in their elimination or control.

Responsibility

Division Leads are responsible to document all hazardous acts or conditions reported by their workers; to rate all reported hazards as major, moderate, or minor hazards; to ensure that any hazardous acts or conditions reported are followed up on in a timely manner; that all actions required to address the hazardous act or condition are completed; and that copies of hazard reports are sent to the Health and Safety Program Coordinator for proper distribution.

Employees are responsible to report the existence of any hazardous act or condition to their supervisor immediately and to assist the supervisor with the completion of the appropriate documentation.

The Health and Safety Program Coordinator will act as a resource for identifying hazards; may assist in the implementation of controls; and will follow up with the supervisor and employee to ensure that all actions have been completed.

The Health and Safety Program Coordinator will review all completed hazard reports to identify any other improvements, corrective actions or proactive initiatives required and will include all reported hazardous acts or conditions as part of the monthly summary prepared for the Senior Leadership Team.

Procedure

Unsafe Acts

A worker who observes a person performing an unsafe act will talk to that person and explain why the act is unsafe and suggest a safe way to perform the act safely. The worker will then report this to the Division Lead for documentation and follow up.

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Unsafe Conditions

A worker who is aware of an unsafe condition in the workplace will report the circumstances to their Division Lead or Team Lead by completing a Health and Safety Suggestion Form (HS001).

Training

Communication of the hazard reporting procedure will be done on an annual basis by the Division Leads during in house training sessions.

The Health and Safety Program Coordinator will monitor use of the hazard reporting procedure and if needed training in its use will be provided to all employees.

Definitions

Unsafe Act – behaviours that could lead to an accident or 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 which could allow an accident or incident to occur. Examples of unsafe conditions could include inadequate, improper, or lack of guarding; slippery work surfaces; electrical grounding requirements not observed; and containers that are not labeled.

References

The Occupational Health and Safety Act (Ontario) – Section 28 (1) (d)