



(Company Name Here)

HAZARD REPORTING POLICY & PROCEDURE

Date: _____

Revision Date: _____

Purpose: To identify steps to be taken for reporting hazardous conditions that may arise in the workplace.

Definition: A hazard is a workplace element that could cause an injury or illness or aggravate a pre-existing injury or illness.

Procedure:

The Workplace Safety & Health Division, Joint Safety & Health Committees (JHSC), and/or the Health and Safety Representative (HSR) are available for consultation by all parties at all stages of this procedure.

1. Workers shall first report hazards to their supervisor, unless directed to do otherwise. (For example, workers may have been instructed to contact caretaking directly for slip hazards in the washrooms.)
 - Workers may report hazards verbally or in writing.
 - Written reports could be made using e-mail or the Hazard Report Form.
 - For hazards requiring immediate attention, immediate verbal notification should precede any written report.
 - Even if workers are able to resolve hazards without their supervisor's intervention, it is important for workers to inform their supervisor about the hazard and action taken (especially if the hazard exists in an area where the supervisor has direct responsibility).
2. Supervisors shall respond to workers concerns as soon as possible in the circumstances (not later than 24 hours after receiving the report). The response could be any of the following:
 - The resolution of the concern.
 - A timetable for the resolution of the concern.
 - An indication that steps have been taken towards the resolution of the concern (e.g. maintenance has been called).
 - Scheduling a time to discuss the concerns with the workers in more detail.
3. Where necessary, supervisors are encouraged to seek help from all resources available to them, internal or external, including their own supervisor.
4. The timeframe for the resolution of the concern will depend upon the significance of the hazard (see Appendix 1). Very significant hazards will require immediate resolution, whereas others may take longer.



- Progress reports or a timetable for the resolution of the concern are required within 21 calendar days, if the concern cannot be resolved earlier than that.
 - If a timetable is submitted, deviations from the timetable shall be communicated to workers.
 - Where no timetable is submitted, progress reports shall be provided at least monthly.
5. If workers are not satisfied with the way the concern is being addressed, they should discuss this with their supervisor or seek the assistance of the JHSC or HSR.
- At this time, workers shall document their concerns on a Hazard Report Form.
 - The JHSC or HSR will investigate and make recommendations to the supervisor to address the concern.
 - Copies of these recommendations shall be sent to the supervisor's supervisor, the Area Safety and Health Officer or WSH Division.
 - The JHSC or HSR and the supervisor are responsible for ensuring that workers are informed of the progress or resolution of the concern.

Note: This procedure does not preclude workers from exercising their right to refuse unsafe work, as defined by the Occupational Safety and Health Act. Also reprisals to workers exercising their rights under the WSHA are prohibited.



Appendix 1

Assessing the Significance of a Hazard

Rating hazard significance is not an exact science. However, considering the issues outlined below will help you prioritize the hazards you encounter.

- 1) How severe an injury or illness could result from exposure to this hazard?
 - First aid could be required.
 - Treatment by a health care professional could be required.
 - Employee could miss day(s) of work.
 - Permanent impairment could occur.
 - Loss of life could occur.

- 2) If exposed to this hazard, what is the probability that an injury or illness would result?
 - Not very likely.
 - Likely.
 - Very likely.

Example: Lifting a heavy box from the floor is more likely to result in an injury than lifting the same box from a table that is waist height.

- 3) Number of times people may be exposed to this hazard:
 - Less than daily.
 - A few times per day.
 - Many times per day.

Example: A puddle is more significant hazard if it is in a well-traveled walkway rather than a more remote area.