

# Hazard Reporting Policy Township of Springwater

Approved: July 12, 2010  
Effective: July 12, 2010  
Next Review: July 2011

Department: All Departments  
Subject: Health & safety, hazard  
reporting  
Policy Number: A09 - EA

## A. Policy Statement

The Township of Springwater is committed to the health and safety of employees, contractors, visitors and the general public. The Hazard Reporting Policy will ensure the health and safety of the employees through the identification and reporting of hazards.

## B. Purpose

The purpose of the Hazard Reporting Policy is to identify the steps to be taken for reporting hazardous conditions that may arise in the workplace.

## C. Scope

This policy applies to all employees of the Township including part-time firefighters, temporary workers (supplied labour) and contractors.

## D. Definitions

“CAO” means the Chief Administrative Officer for the Corporation of the Township of Springwater.

“Council” means the Council for the Corporation of the Township of Springwater.

“Hazardous conditions / acts’ are physical states (conditions) or actions which deviate from what would be acceptable or normal which lead to or cause loss.

“Health hazard” means any chemical biological or physical agent that compromises the health of a person.

“Joint Health and Safety Committee” means the Joint Health and Safety Committee for the Township of Springwater.

“Manager of Human Resources” means the Manager of Human Resources for the Corporation of the Township of Springwater.

“Safety hazard” is any condition or work activity that has the potential to result in injury, illness or property damage.

“Township” means the Corporation of the Township of Springwater.

“Unsafe Acts” are behaviours which would lead to an incident.

“Unsafe Conditions” are circumstances which could allow the incident to occur.

#### **E. General**

This Policy shall be administered by departments.

This Policy shall be referred to as the ‘Hazard Reporting Policy’.

This Policy shall come into force and effect on the day of passage.

This Policy shall be reviewed annually.

#### **F. Authority**

The authority for the Hazard Reporting Policy shall be by the endorsement of the Township of Springwater’s JHSC and by the approval of the Township of Springwater Council.

## **ATTACHMENT A PROCEDURES FOR THE HAZARD REPORTING POLICY**

### **A. Hazard Reporting**

When reporting a hazardous condition / act, it must be defined and must be done immediately and where warranted, use a Hazard Report Form.

It is the responsibility of the supervisor to fill in the Hazard Reporting Form with the assistance of the worker.

An observed hazardous condition / act must be reported immediately to the person in charge, the supervisor and the JHSC representative.

The person who is identified to be responsible must rate all hazards as major, moderate or minor.

When using the Hazard Report Form, the author must detail what actions will be initiated, by whom and when.

The actions / responses must be followed up and completed in an appropriate time.

### **B. Immediate Hazards**

When an immediate hazard has been identified:

- Employees or contractors shall report a hazardous condition or practice immediately to their supervisor;
- Alert any nearby workers of the hazard; and
- The employee is to (if possible) contain, barricade, and / or block access to the hazard area without jeopardizing the health and safety of other workers or their own health and safety.

### **C. Possible Hazards**

Workers shall first report hazards to their supervisor, unless directed to do otherwise.

- Workers may report hazards verbally or in writing
- Written reports are to be made using 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).

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
- Scheduling a time to discuss the concern with workers in more detail

When necessary, supervisors are encouraged to seek help from all resources available to them, internal or external to the Township, including their own supervisor.

The timeframe for the resolution of the concern will depend upon the significance of the hazard. 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 day, 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.

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 their JHSC. At this time, workers shall document their concerns on a Hazard Report Form. The JHSC will address the concern. Copies of these recommendations shall be sent to the managers, CAO and the Manager of Human Resources.

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

#### D. Assigning 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.

<b>IDENTIFYING HAZARDS</b>			
	<b>How severe an injury or illness could result from exposure to this hazard?</b>	<b>If exposed to this hazard, what is the probability that an injury or illness would result?</b>	<b>Number of times people may be exposed to this hazard</b>
<b>Minor</b>	First aid could be required	Not very likely	Less than daily
<b>Moderate</b>	Treatment by a health care professional could be required	Likely	A few times per day
<b>Major</b>	Employee could miss day(s) of work Permanent impairment could occur Loss of life could occur	Very likely	Many times per day

E. Communication / Training

Communication of the Hazard Reporting Policy will be done on an annual basis by the supervisor or manager in an in-house training session.

The employer will monitor use of the report form and, if needed, training in its use will be provided to all employees.

F. Evaluation

Evaluation of this procedure and the hazard report form will be done on an annual basis or as needed through the use of the procedure.

**ATTACHMENT B  
ROLES AND RESPONSIBILITIES**

**A. Employer**

It is the responsibility of the employer to maintain safe and healthy working conditions.

**B. Supervisor**

It is the role of the supervisor / manager to:

- ensure that the hazardous condition or act is followed up with a timely response or action, and
- ensure that copies of the hazard report are distributed to the employer, JHSC and the Manager of Human Resources.

**C. Workers**

It is the responsibility of the worker to report to his or her employer, the existence of any hazard of which he or she is aware.

**ATTACHMENT C  
HAZARD REPORT FORM**

Reported By: \_\_\_\_\_  
Name of Employee: \_\_\_\_\_ Reported to: \_\_\_\_\_  
Working Location \_\_\_\_\_ Date of Report: \_\_\_\_\_

Location of hazard concerns:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe the hazard concern:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rate the Hazard Class:

- \_\_\_ A (Major) High risk, immediately dangerous to life and health
- \_\_\_ B (Moderate) Medium risk, medium term potential for non-life threatening injury
- \_\_\_ C (Minor) Low risk, long term potential for slight injury or illness

Actions taken / Responses given:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

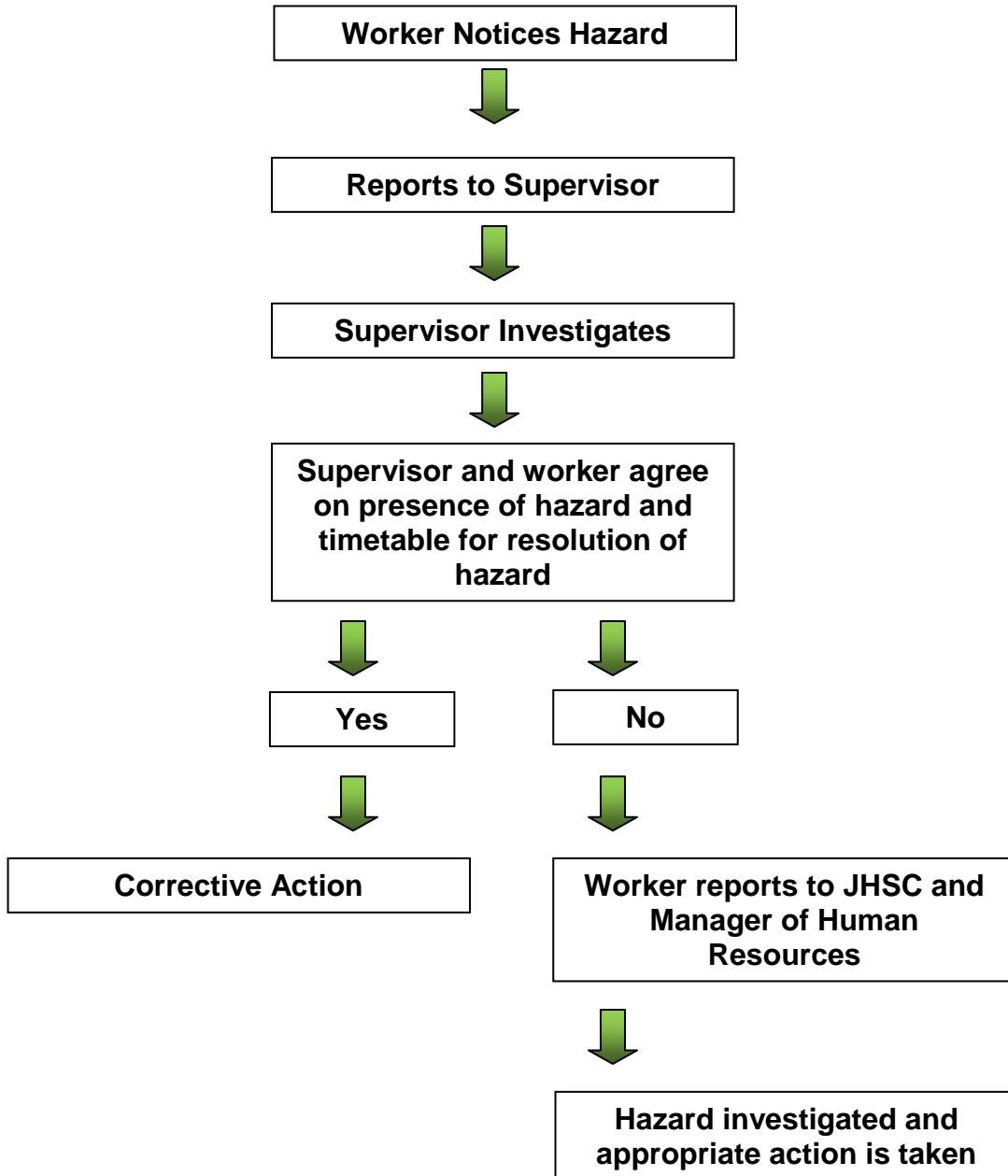
If this is a repeat issue, whom have you reported to before:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**ATTACHMENT D  
HAZARD FLOW CHART**



Note: Reprisals against workers who have acted in compliance with the *Occupational Health and Safety Act* are prohibited (R.S.O. 1990, c.0.1, s50)