

WORKPLACE HAZARD REPORT

What is it? A mechanism for staff to report unsafe conditions or acts within the workplace.

Who should use it? All staff.

Who does it go to? Generally to the manager / supervisor responsible for the area where the hazard has been identified.

Why should we use it? This process is one of the single most effective means of injury prevention. By being proactive and using Workplace Hazard Reports there will be fewer hazards, accidents and injuries, less human suffering and lower costs related to WorkSafeBC claims.

WORKSAFE BC

PART 3 (“Rights and Responsibilities - Correction of Unsafe Conditions”) of the *Occupational Health & Safety Regulation* states: “Whenever a person observes what appears to be an unsafe or harmful condition or act, the person must report it as soon as possible to a supervisor or to the employer, and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.” (Section 3.10)

HAZARD REPORTING PROCEDURE

The Workplace Hazard Report process is as follows:

1. Any person who comes across an unsafe act or condition will take immediate and necessary safety precautions to ensure their own safety and/or the safety of others. The worker documents the unsafe act or condition and any corrective/immediate action taken or recommended on the Workplace Hazard Report. The worker signs and dates the form.
2. The Hazard Report is then forwarded to the person in charge at the time that the report is completed. The person in charge reviews the report, ensures any immediate hazards are adequately controlled, and signs off on the form as the, “person receiving the report.”
3. The Hazard Report is then forwarded to the “Manager Most Responsible” for follow-up. That person reviews the report and takes any additional steps to resolve the hazard and signs off on the “initial manager review” review (if all actions are completed the manager can sign off as, the “Final Manager Review”).
4. The top copy of the Hazard Report is then sent to the Joint Occupational Health and Safety (JOH&S) Committee (or Safety Representative if there is no Committee). This identifies to the Committee/ Representative that the issue has been brought to the attention of the Manager.
5. The Manager documents any follow up actions required or makes further recommendations to ensure the hazard has been remedied and poses no foreseeable risk of accident or injury. The report is then signed and dated by the Manager as the “Final Manager Review”.
6. The completed Hazard Report (Yellow Copy) is forwarded to the JOH&S Committee for final review and retention.
7. Where applicable, the Manager should communicate any/ all affected person(s) of the changes made to the work area/ practice(s).
8. The JOH&S Committee can also make recommendations as applicable or as requested.

Some Examples of Workplace Hazards

1. Surfaces

❖ Slip or trip hazards – that require some level of investigation

❖ Spills of unknown origin

2. Storage

❖ Heavy items not stored at the most easily reached level

❖ Heavy/sharp items stored overhead

3. Doorways and Walkways

❖ Cluttered and/or obstructed

4. Equipment

❖ Malfunctioning tools or equipment that need to be replaced

5. People

❖ Accessible items that clients can use as a weapon against staff

❖ Horseplay

❖ Disregard for safe work practices

❖ Dangerous or high risk situations where staff were not injured or threatened but that could have resulted in serious injury or property damage

Note: A maintenance requisition should be completed for hazards that do not require an investigation or Manager awareness and follow-up.

Human Resources' Wellness & Safety (W&S) Department

SAFETY ADVISORS

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Workplace Hazard Reporting