**Purpose**

*Organization’s Name* is committed to the maintenance of a healthy and safe workplace and is committed to proactive identification, reporting, and elimination of hazards in the workplace.

**Policy**

In order to proactively identify hazards *Organization’s Name* commits that any employee who recognizes a hazard and cannot immediately eliminate the hazard have to immediately report the hazard.

**Definitions**

* **Hazard:** a situation, condition or thing that may be dangerous to health and safety
* **Timely manner:** 30 days

**Responsibilities**

Employers will:

* Ensure reported hazards are addressed or controlled within a timely manner.
* Review hazard forms .

Supervisors will:

* Immediately inspect when hazards are reported.
* Immediately address/find solutions to reported hazards.
* Report to the employer any concern(s) about unsafe or harmful conditions/reported hazards.

Workers will:

* Report hazards to [list whom to report to].
* Ensure area by hazard is safe and alert immediately nearby individuals.
* Work with employer to find solutions to hazards.

Health and Safety Committee/Health and Safety Representativewill: [include if HSC or HSR is present]

* Review hazard reports
* Assist the employer/supervisors, when needed, to find solutions/controls for reported hazards.
* Review effectiveness of solutions/controls for reported hazards.

**Procedure**

1. In the course of work if an employee encounters a hazard, they must immediately report the hazard to [list who the employee must report the hazard to].
2. Before reporting ensure that the area around the hazard is safe, alert nearby individuals of the hazard and if required erect signage or post a spotter.
3. Record the hazard using [identify how to record the hazard such as which form, book, etc.].
4. Upon receipt of a reported hazard [list who the report is to go to] response to the hazard, evaluate and take appropriate.
5. Record actions taken and any follow-up actions on the [list the form that is to be used].
6. If a hazard can not be addressed in a timely manner (30 days) the reporting employee, manager, HSC/HSR if have and employer will draft a temporary safety plan to address the hazard. When the plan is created it will be shared with all [consider listing how your facility will do this]
7. Completed [name of form] will be reviewed by [list whom will be responsible for final review; if you have a HSC or HS Representative, Care Manager, Site Manager].
8. All completed [name of form] once finalized in step 6 will be sent to the HSC/HSR for review and discuss at the next HSC meeting. [include this item if a HSC/HSR is present]

**Forms/ Appendicies** [Organizations would list forms, checklists and policies that are associated with this policy]

Example:

* Hazard Reporting Form (See CCSA template)

**References**

Alberta Occupational Health and Safety Code, June 2018