

Section 10 – Hazard And Near Miss Reporting

PURPOSE Hazard Reporting will be used as a recording and follow up method to provide specific documentation on current health and safety related issues for all workplace parties and at all locations.

SCOPE All occupational injuries, illnesses and near misses must be reported to allow the company the opportunity to take corrective actions to prevent reoccurrence and to ensure that the proper documentation of these injuries or illnesses is completed.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Distribute Hazard Report Forms to all Supervisors as required.
- Review all Hazard Report and follow up with Supervisor and Project Managers as required.
- Retain all Hazard Report and follow up actions as required.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Ensure all required hazards and near misses are reported and appropriate follow up actions are completed.
- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Supervisors Responsibilities:

- Immediately respond to all hazards or near misses reported and record the findings on the Hazard Report form.
- Document and determine the causes, contributing factors and subsequently implement corrective actions to prevent a reoccurrence from the Hazard Reported.
- Ensure each recommendation found on the Hazard Report is completed within the established timelines.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.

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- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

Workers Responsibilities:

- Immediately advise Supervisor if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

PROCEDURE

As a minimum, the following topics must be addressed:

- All Hazardous Acts/ Conditions, Near Misses and/or Injuries/ Illnesses **MUST** be reported **Supervisor** as soon as possible.
- Reporting must be conducted verbally. The **Supervisor** must record all events on Hazard Reporting Form **(10-1 Form)**
- The Hazard Reporting Form will be used when Incidents/ Accidents extends beyond basic first aid.
- In all cases of injury - Report to Trained First-Aid Personnel or Supervisor to obtain the necessary treatment or outside medical care as needed.
- Report any off-shift visits for medical attention regarding work related injuries.
- All Hazard Reports will be copies to the appropriate Project Manager and Health and Safety Coordinator as required.

DISTRIBUTION

Distribution of the Hazard Reporting Requirements will be as follows:

- Copies provided to the Health and Safety Coordinator.
- Provided and reviewed to workers during orientation

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DEFINITIONS

“Incident” means a “near miss” or near accident, which does not result in personal injury but may result in damage to property or materials.

“Accident” means an undesired event that results in harm to people and/ or damage to property, materials or things.

“Hazard” means and act, condition, or phenomenon posing a source of actual or potential (physical, chemical, biological, etc.) harm to a person or environment.

“Injury” means physical harm or damage to a person resulting in the marring of appearance, personal discomfort and/ or bodily hurt or impairment.

“Occupational illness” means any time a person is affected by a chemical, physical or biological agent that results in harm to the person’s body.

“Illness” means ill health (sick), the state of being ill.

“Workplace Violence”

- (a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- (b) an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to a worker;
- (c) a statement or behaviour that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could **cause** physical injury to the worker.

“Workplace Harassment”

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome.

“Hazard Rating System” means a system for rating the potential of a hazard;

A = Major. Potential for loss of life, severe injury or extensive property damage / environmental harm

B = Moderate. Potential for a disabling injury or serious property damage / environmental harm

C = Minor. Potential for non-disabling injury or non-disruptive property Damage / environmental harm.

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