



POLICY	
Policy Number: HS2020-018	Date Approved: June 2006
Department: Health and Safety	Date Reviewed: October 2020
Hazard Reporting	

**1. Policy Statement**

As part of the Town of Kirkland Lake’s (the Corporation) on-going commitment to providing a healthy and safe work environment for all employees; it is the policy of the Corporation that any employee that recognizes a safety hazard or unsafe acts or conditions must file a Safety Hazard Report Form with their supervisor or Department Head.

**2. Purpose**

Occupational health and safety legislation requires all employees to report hazards and unsafe conditions to their Supervisor. The immediate hazard control reporting process allows employees to report hazardous conditions or practices as they notice them. It also allows for prompt reporting and subsequent corrective action that can be initiated prior to the monthly workplace inspection and should result in a reduction of workplace hazards.

**3. Scope**

This policy is applicable to all employees of the Corporation. The Corporation shall make every reasonable effort to ensure all applicable legislation, regulations, standards, policies and procedures are communicated and adhered to. All the Corporation's health and safety policies shall be regularly reviewed to ensure continuous improvements.

**4. Definitions**

**Hazardous condition / act** - is any changing set of circumstances that has a potential to cause injury or illness

## 5. Policy & Procedures

### **Responsibilities**

All workplace parties shall comply with all legislated mandated imposed responsibilities and requirements.

#### ***The Town of Kirkland Lake shall:***

- Provide awareness training to all employees in the recognition of safety hazards and unsafe conditions.
- Ensure this policy is regularly reviewed and or amended to ensure continuous improvements.

#### ***Department Heads/Supervisors shall:***

- Ensure all employees are trained to recognize and report safety hazards and unsafe acts or conditions.
- Respond to all reports of safety hazards and unsafe acts or conditions.

#### ***Employees shall:***

- Work in compliance with legislation, regulations, standards, policies and procedures;
- Participate in training to recognize and report safety hazards and unsafe acts and conditions
- Immediately report all hazards and unsafe acts or conditions to their Department Head/Supervisor.

#### ***The Joint Health and Safety Committee shall:***

- Review all Safety Hazardous Report Forms and monitor follow-up actions.

### **Procedures**

- Report the hazard immediately to the supervisor or Department Head.
- Alert any nearby employees of the hazard.
- Fill out a written Hazard Report Form
- The Department Head/Supervisor shall be notified immediately, and he/she evaluates the hazard and takes appropriate actions. If both parties were not

satisfied, a certified employee member of the Joint Health & Safety Committee would be contacted immediately.

- The Department Head/Supervisor will take corrective actions as soon as possible. If immediate corrective actions are not possible, a plan will be put in place to address the hazard, including steps to be taken, with timeframes and responsibilities assigned. Temporary corrective actions will be taken if needed before permanent corrective actions can be taken.
- The Safety Committee will review and follow up on any corrective actions.
- The Hazard Assessment will be reviewed and any new hazard identified will be added.

### **Hazard Rating**

Hazards can be assigned a priority classification to help with scheduling and implementation of hazard controls as recommended by the committee.

#### ***Class 'A' Hazard***

A major condition or practice that is likely to cause a serious, permanent disability, loss of a body part, death or an extensive loss of building assets, equipment or materials within the workplace

#### ***Class 'B' Hazard***

A serious condition or practice that is likely to cause a serious injury resulting in temporary disability of an employee, or major damage to the building, equipment or materials however is non-disruptive and not quite considered a Class 'A' Hazard

#### ***Class 'C' Hazard***

A minor condition or practice likely to cause a non-disruptive, non-disabling injury or illness, or non-disruptive property damage

## **6. Summary**

### **Training**

Communication of policies and instructions are provided to all employees to recognize and report safety hazards and unsafe acts or conditions.

### **Legislation/Standards**

Occupational Health and Safety Act