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## Legal Standards & References


Occupational Health and Safety Act, ss. 25-28 and 45 require

- An employer to;
  - provide information, instruction and supervision to a worker to protect the health or safety of the worker; and
  - acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent
- A supervisor to;
  - advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware; and
  - investigate dangerous circumstances
- A worker to;
  - report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
  - report to his or her employer or supervisor any contravention of this Act or the regulations or the existence of any hazard of which he or she knows.

## Definitions

“contributing factor” means an element that can influence a hazard and includes;

- People (training, coaching, communication, education, hygiene practices, etc.)
- Equipment (protective equipment, repair and maintenance, adequate clearance)
- Materials (correct use, adequate supply, repair and maintenance, proper storage)

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- Environment (noise, temperature, air quality, lighting, physical layout and structure, housekeeping)
- Process (work design, flow, reporting requirements, work practices, policies and procedures)

“hazard” is a condition, practice or substance with the potential for causing loss, injury or harm to life, health or property. Hazards can be grouped as;

- Biological hazards (mold, fungi, bacteria, parasites)
- Chemical hazards (liquid, solid, vapour, dust or fumes)
- Ergonomic hazards (awkward positions, material handling, repetitive motions)
- Physical hazards (heat, cold, noise, energy)
- Psychosocial (stress, workload, harassment)
- Housekeeping (slip/trips, poor maintenance, cleanliness)
- Equipment (machinery, tools, guarding)
- PPE and clothing (worn appropriately; catch/entanglement)

“hazard rating” is the priority assigned to an identified hazard, as follows;

“B” = has the potential for **serious** injury or property damage, but not immediately dangerous. Should be resolved within a few days.


“C” = potential for injury or property damage. Should be addressed within a few weeks.

“hazard recognition” means taking note of a suspected hazard because of its potential to cause harm or damage

“JHSC” is the Joint Health and Safety Committee

### **Policy Statement**

It is the policy of The Corporation to protect workers and visitors from workplace hazards, to strive for the elimination of foreseeable hazards and to control accidental loss.

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### Purpose and Scope

Worker members of the JHSC have a duty to conduct regular, proactive inspections of the workplace. In addition, every employee has a legal obligation to report any workplace hazard.


This standard defines workplace hazards and provides employees with a process that describes how and when to report hazards. This standard applies to all employees in all regular workplaces and is in addition to any other pre-use and routine mechanical, equipment or vehicle inspection and preventative maintenance.

### Standards/Procedures

1. Every employee is responsible for identifying, reporting and where possible controlling, correcting or eliminating workplace hazards, including;
  - a. the absence of or defect in any equipment or protective device that may endanger the employee or a co-worker, and;
  - b. any contravention of the *Occupational Health and Safety Act* or regulations or any Corporation Policy & Procedure, procedure or guideline
2. A hazard that an employee is unable to independently control, correct or eliminate is reported as soon as possible to the supervisor verbally and in writing using the Hazard Reporting Form (See Appendix A). Hazard Reporting Forms are available in conspicuous locations in every workplace.

**(NOTE:** A Hazard Reporting Form is *not used* for a hazard that is immediately dangerous to life or limb or has the potential for permanent disability and/or extensive property damage. It should be verbally communicated without delay to the supervisor).


3. The employee will use the Hazard Reporting Form to;
  - a. Describe the location of the hazard and/or hazardous equipment
  - b. Describe the nature of the hazard

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- c. Rate the hazard
  - d. Suggest corrective action
4. Upon receipt of the Hazard Reporting Form, the supervisor will;
  - a. Assess the hazard and take action as soon as possible to control, correct or eliminate the hazard (or attempt to do so)
  - b. When appropriate, the supervisor may consult with the employee, Employment Services and/or a member of the JHSC regarding the hazard and proposed action
  - c. Use the Hazard Reporting form to;
    - i. Describe action taken, or
    - ii. Forward the concern to a more appropriate work unit for action, or
    - iii. Explain why no action was taken
  - d. Comment on the need for training or additional measures to control, correct or eliminate the hazard
  - e. Copy the completed Hazard Reporting Form to the employee and the JHSC
  - f. Make every effort to submit the completed Hazard Reporting Form to the JHSC within a reasonable period of time, subject to the hazard rating
5. To ensure follow-up, Hazard Reporting Forms will be listed on the JHSC Agenda and reported in the JHSC minutes.
6. A worker who disputes the decision of or action taken by the supervisor will refer the hazard to a member of the JHSC who will investigate. If the JHSC member agrees there is a hazard, the member makes a recommendation to the JHSC (See Appendix B).
7. This Policy & Procedure does not preclude an employee from exercising the right to refuse unsafe work.

### **Communication**

- Every new and amended standard is shared with the Joint Health and Safety Committee for review and comment prior to approval

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- Notice of approval is communicated via email and Health and Safety bulletin boards
- Copies of all standards are consolidated in binders available in every workplace

### Training

- Every employee receives health and safety learning at orientation and regularly thereafter
- Every employee will be trained in;
  - Types of hazards
  - Identifying hazards
  - Reporting hazards

### Evaluation

The Corporation's Health reviews and updates the policies & procedures, annually in consultation with the JHSC.

### Acknowledge Success/Make Improvements

Employment Services and/or the JHSC may make recommendations regarding the provision and maintenance of a corporate health and safety policy. Improvements are incorporated as part of the annual review. Successes are acknowledged at the annual Safety and Attendance Banquet.


**This Standard takes effect immediately and remains in effect until replaced by a new Standard of superseded by legislation/regulation.**

**Original Signed**

**Original Signed**


\_\_\_\_\_  
Chief Administrative Officer

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Worker Co-Chair, JHSC


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|------------------|------------------------|
| Reviewed (Date): | By (Name and Initial): |
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|                  |                        |
|                  |                        |

*\*This document can be made available in an accessible format upon request.*

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|---|--|
| <b>Hazard Reporting Form</b>  |  |
| Name:   | Date:  |
| Location of Hazard and/or Hazardous Equipment:  |  |
| Description of the hazard:  |  |
| Rate the hazard (Circle your choice):   |  |
| B   | Has the potential for serious injury or property damage, but not immediately dangerous. Should be resolved within a few days |
| C   | Potential for injury or property damage. Should be addressed within a reasonable period of time                              |
| Suggested corrective action:  |  |
| Has the hazard been verbally reported to the supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |

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

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|  |                               |
|--|-------------------------------|
| Supervisor's name:   |                               |
| Choose from the following:   |                               |
| <input type="checkbox"/>   | Action taken (Describe)       |
| <input type="checkbox"/>   | Forwarded (Explain to whom)   |
| <input type="checkbox"/>   | No action taken (Explain why) |
| Describe any training or additional measures to control, correct or eliminate the hazard |                               |

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|                          |       |
|--------------------------|-------|
|                          |       |
| Signature of Supervisor: | Date: |

cc: Employee  
JHSC

|                        |
|------------------------|
| Date Received by JHSC: |
|------------------------|