

Hazard Reporting Policy & Procedures

H-26

LONG TITLE	Hazard Reporting Policy & Procedures	DATE OF ENACTMENT	24 March 2022
		LAST AMENDED	10 April 2026
REFERENCE No.	H-26	NEXT REVIEW	31 January 2026
CATEGORY	Board	COMPETENT CHAMBER	CUSA Board
REVIEW COMMITTEE	CUSA Board or Designated Subcommittee	DELEGATES	Administrative Operations Manager Human Resources

Policy

CUSA has established a Hazards Reporting policy and procedure to follow when employees, supervisors and/or contractors observe unsafe acts and conditions that have the potential to endanger the safety and health of an employee.

Safety Policy Overview

This policy will apply to all employees and contractors that work at CUSA locations, when a potentially hazardous or dangerous situation or act arises that can endanger the safety of the employees.

Unsafe Acts are behaviors which may lead to an accident. Example: Employees not wearing fall protection on roof tops

Unsafe Conditions are circumstances, which could allow accidents to happen. Example: Missing guardrail from ramp in parking area.

Reporting Procedure

1. The employee must report the situation to a supervisor immediately as outlined under the Occupational Health and Safety Act Section 28(1)(c)(d).
2. The supervisor and employee will complete an (Form 4) Unsafe Condition Report.
3. Location of hazard.
4. Define the problem.
5. Rate the hazard level.
6. Outline corrective action.

7. The supervisor will initiate the corrective action and ensure that the situation is rectified.
8. The completed form will be forwarded to management and the Joint Health and Safety Committee to review and follow-up on the situation.

Role and Responsibilities

Employees

- Report to his/her supervisor the existence of hazards which they are aware of.
- Report to his/her supervisor any problems or defects in the equipment or devices.
- With the supervisor complete an unsafe condition report.

Supervisor

- Complete an unsafe condition report with the employee.
- Initiate the corrective actions to stop the unsafe act or condition.
- Follow up on the corrective action to ensure that it is still in place and is suitable for the situation.

Health and Safety Representative

- To review unsafe condition reports and make recommendations.

Human Resources

- Review all unsafe condition reports.
- Review recommendation(s) and make a decision on corrective actions.
- Inform employees of the decision.