

 <p><b>“Health and Safety Standard”</b></p>	<p>Document #: HS-HRP1</p> <p>Revision#: 2</p> <p>Revision Date: May 1, 2019</p> <p>Approved By:</p>
<p><b>“Hazard Reporting Policy”</b></p>	<p>Page 1</p>

**PURPOSE:**

To outline a procedure to follow when reporting all hazards.

**SCOPE:**

Applies to all employees of the company and is to be used when a potential or actual hazardous condition / act is identified.

**DEFINITIONS:**

(As Per the Hazardous Condition / Act)

**Unsafe Act: Are behaviors which could lead to an incident.**

Examples of unsafe acts can include using equipment in an unsafe or careless manner or not using personal protective equipment as required.

**Unsafe Condition: Are circumstances which could allow an Incident to occur.**

**BACKGROUND:** N/A

**HAZARDS:** N/A

**PERSONAL PROTECTIVE EQUIPMENT:**

Hearing protection, safety glasses, reflective vest or hat and safety footwear.

**POLICIES AND PROCEDURES:**

- An observed hazardous condition / act must be reported immediately to a Manager / Supervisor.
- Report the hazardous condition/act to a member of the JHSC
- Generate a work order if needed to repair the hazardous condition if it cannot be fixed/resolved immediately

**ROLES AND RESPONSIBILITIES:**

**Manager / Supervisor:**

- To ensure hazardous conditions or acts are followed up on a timely basis.

**Employee:**

- Is responsible to report immediately to their Manager /Supervisor the existence of any hazard of which he or she is aware.

**REVIEW AND UPDATE:**

This policy shall be reviewed annually.