



University Students' Council of the University of Western Ontario  
**HAZARD REPORTING POLICY**

**EFFECTIVE:** 16<sup>th</sup> February 2018      **SUPERSEDES:** 30<sup>th</sup> October 2012

**AUTHORITY:** Chief Operating Officer      **RATIFIED BY:** Board of Directors  
16<sup>th</sup> February 2018

**RELATED DOCUMENTS:**      • Appendix: Hazard Reporting Form      **PAGE | 1 of 2**

**PURPOSE:**

The purpose of this document is to outline a procedure to follow in reporting hazardous situations that may endanger the health and safety of individuals.

**1.00 SCOPE**

1.01 This policy applies to all USC employees, volunteers, and visitors for any hazard which cannot be corrected instantly, or requires further investigation, or about which you have a significant concern.

**2.00 DEFINITIONS**

2.01 “**Unsafe acts**” are behaviours, which could lead to an accident.

2.02 “**Unsafe conditions**” are circumstances, which could allow an accident to occur.

**3.00 EXPECTATIONS AND RESPONSIBILITIES**

3.01 Workers shall report the existence of any significant hazard of which he or she becomes aware to their supervisor/manager.

(1) A worker who remedies a significant hazard will report both the hazard and the remedy made to their supervisor/manager.

3.02 The supervisor/manager of the worker reporting a hazard must

(1) Follow up with a timely response or action, to maintain safe & healthy working conditions; and,

(2) Ensure the Health & Safety Coordinator receives copies of the hazard report for distribution to the following parties:

- i. USC Occupational Health & Safety;
- ii. The Joint Health & Safety Committee (JHSC); and
- iii. The Worker Health & Safety Representative.

**4.00 PROCEDURES**

4.01 Reporting a hazard must be done

(1) Immediately verbally and using the Hazard Reporting Form if a hazard is

significant or if the worker feels that it is necessary to have their concern in writing.

(2) By the supervisor/manager who will, with the assistance of the worker,

- i. Rate the hazard;
- ii. Form an action plan in response to the hazard;
- iii. Implement the action plan; and
- iiii. Notify the necessary parties through the Health & Safety Coordinator.

#### **5.00 COMMUNICATION**

5.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

#### **6.00 EVALUATION**

6.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.