

HAZARD REPORTING PROCEDURES

When a hazard is detected in or around a CPC facility, make a verbal report to the supervisor. If the hazard is corrected take no further action.

-If it is determined that a hazard does not exist explain to the employee why no action will be taken

-If the hazard continues to pose a risk then request a **HAZARD REPORT** from the supervisor, complete the Hazard Report Form and give copies to the supervisor.

-The supervisor is to return a photocopy to the originator on receipt of the initial report by the end of the shift.

-The supervisor will investigate the situation and will include a LJHSC member or shop steward in this investigation.

-If determined that a hazard exists, take immediate corrective action or steps to guard against injury, ensure the appropriate authority is notified and takes corrective action, inform the employee of the actions taken.

Processing the completed hazard report:

Once the investigation is completed, the form will go to the appropriate shift manager who will in turn review it with a member of the LJHSC committee.

-If the shift manager and the LJHSC member cannot agree the hazard is rectified, the report will be brought to the next LJHSC meeting.

-The local Health and Safety Committee will review the hazard reports brought to their attention and will ensure action is taken to rectify the situation as well as to prevent similar hazards from occurring

In Solidarity,

Adele Chaplain

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