

REPORT A HAZARD



WHAT IS A HAZARD?

A hazard is a thing or condition that could lead to an incident if it is not addressed.

An example of a hazard could be:

- Broken or worn out equipment
- An obstacle that hinders movement that could cause a trip or collision
- A work task that requires risky actions like climbing, lifting or reaching
- Working alone or in isolation where there is a risk of violence
- A lack of personal protective equipment in stock

If you think, “that’s an accident waiting to happen,” then it’s probably a hazard.

It is important to be proactive about any hazard you encounter. In this way, you are protecting yourself, your co-workers and patients.

HOW TO REPORT A HAZARD

- 1 Tell your supervisor or manager immediately about the hazard.
- 2 Fill out a Hazard Report. Ask for a form from your Joint Occupational Health and Safety Committee worker representative. This form may be online, or paper. If you don’t have a JOHS Committee at your workplace, contact your Shop Steward for assistance.
- 3 Describe the hazard to your JOHSC worker representative, so they can raise the issue at their next meeting.
- 4 Follow up with your JOHSC worker representative to see when and how changes will be made to correct the safety issue.

What is the difference between a hazard, a near miss and an injury?

Hazard: A thing or condition that could lead to an incident. Report hazards to keep incidents from occurring.

Near miss incident: An event that had the potential to cause injury or work-related illness. Report all near misses to protect you and your co-workers in the future.

Injury incident: An event that leads to a physical or mental injury, or a work-related illness. This can be immediate, like a fall or needlestick, or longer term like repetitive strain or PTSD.

NEVER LET ANYONE STOP YOU from reporting an injury, a near miss, or a hazard, no matter how small it may seem. This includes supervisors or any other person in authority.

