

<b>Policy Name:</b>	Hazard Reporting Policy
<b>Originating/Responsible Department:</b>	Facilities Management and Planning
<b>Approval Authority:</b>	Senior Management Committee
<b>Date of Original Policy:</b>	June 2005
<b>Last Updated:</b>	September 2019
<b>Mandatory Revision Date:</b>	September 2024
<b>Contact:</b>	Assistant Vice-President (Facilities Management and Planning)

**Policy:**

Carleton University is committed to the protection of the health, safety, and wellbeing of all members of the University community. The University strives to promote a strong, sustainable culture of safety and health in the workplace and study environment that will facilitate the awareness of risk and the prevention of injury and illness.

All hazards in the workplace shall be reported and appropriate corrective action shall be taken to reduce those hazards. A hazard is defined as any practice, behavior, condition, thing or situation or combination of these having the potential to cause injury or illness to a person or damage to property and equipment.

**Purpose:**

The Occupational Health and Safety Act requires that the existence of any hazard in the workplace be reported to the employer or supervisor. To comply with this requirement, and to achieve the University's objective to provide a safe and healthy working environment, the purpose of this policy is to establish clear and consistent procedures for hazard reporting, resolution, and response.

**Scope:**

This policy applies to all members of the Carleton University community, including the university's employees, volunteers, students and visitors. Contractors hired by the University are also required to observe and comply with this Policy where applicable, including reporting and resolution of hazards that are identified.

**PROCEDURES:****I. Reporting**

1. Workers shall promptly report workplace hazards to their immediate supervisor, in accordance with the Internal Responsibility System (IRS), so that appropriate corrective action can be taken to control the hazard.
2. Hazards can be reported by the following means:
  - a. A verbal report to the supervisor.
  - b. A written report to the supervisor.
  - c. A written report to the employer using the CU\_Worksafe online reporting system
  - c. Workplace Inspection Reports.

3. Where a hazard presents an imminent danger, immediate and direct notification to the supervisor is required. Where the immediate supervisor is not available, the worker shall report the hazard to the next level of supervision or to another supervisor having the authority to act.
4. Where a hazard presents an emergency situation, immediate notification to Campus Safety Services at extension 4444 is required.

## **II. Resolution**

1. Supervisors shall upon notification of a hazard take the following action:
  - a. Verify the existence of the hazard
  - b. Identify the responsible department to correct the hazard
2. Where a supervisor determines that the hazard is their responsibility, the supervisor shall:
  - a. Assess the hazard
  - b. Take appropriate corrective action to control the hazard
3. Where a supervisor determines that a hazard is the responsibility of another department, the supervisor shall notify the responsible department of the hazard and the need to correct the hazard.
4. Where a supervisor does not have the authority or resources to take the appropriate corrective action, the situation shall be reported to the next level of supervision.

## **III. Response**

1. Supervisors shall document all corrective action taken to control a reported hazard.
2. Supervisors shall respond to the worker reporting the hazard regarding the corrective action taken or planned within a reasonable period of time.
3. Where hazards are reported on a Workplace Inspection Report by a member of the Joint Health and Safety Committee, supervisors shall respond to the Director (Environmental Health and Safety) regarding the corrective action taken or planned within 21 calendar days.
4. Where a worker is not in agreement with the progress or the corrective action taken to control the hazard, the concern should be discussed with the immediate supervisor. If disagreement continues, the worker may seek the assistance of the next level of supervision or the Joint Health and Safety Committee.

### **Contacts:**

Assistant Vice-President (Facilities Management and Planning)  
Director (Environmental Health and Safety)

Related Policies include:

[Environmental Health and Safety](#)