

<b>Policy Name:</b>	<b>Hazard Reporting</b>
<b>Originating/Responsible Department:</b>	<b>Office of Risk Management</b>
<b>Approval Authority:</b>	<b>Senior Management Committee</b>
<b>Date of Original Policy:</b>	<b>June 2005</b>
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<b>Mandatory Revision Date:</b>	<b>September 2029</b>
<b>Contact:</b>	<b>Executive Director, Office of Risk</b>
<b>Management</b>	

**Policy Statement:**

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.

**Procedure:**

**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
  - d. 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 also required.

## **II. Resolution**

1. Supervisors shall upon notification of a hazard take the following actions:
  - a. Verify the existence of the hazard; and
  - 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; and
  - 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.

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, the Director, Environmental Health and Safety or the Joint Health and Safety Committee.

### **Roles and Responsibilities:**

The responsibility for health and safety in the workplace is identified in the *Occupational Health and Safety Act* and is outlined in greater detail in the [Carleton University Health and Safety Management System](#).

In general, the University and every individual at all levels of the organization, including senior management, academic and professional staff, students and visitors, are responsible for complying with all applicable health and safety requirements in keeping with the Internal Responsibility System (IRS); including legislated requirements and University policies and procedures.

Supervisors/Managers

Supervisors and managers are responsible for ensuring a safe and healthy work environment for their workers. Therefore, they are responsible for investigating, reporting and addressing any hazards or concerns that come to their attention.

The Office of Risk Management (ORM)

ORM is responsible for the implementation of the policy and supporting processes, including oversight of the health and safety management system, the CU WorkSafe reporting portal and the effective management of the Joint Health and Safety Committee. ORM is also responsible to assess impacts and risks of the identified hazards, and to elevate mitigation needs when required.

**Contacts:**

Executive Director, Office of Risk Management  
Director (Environmental Health and Safety)

**Links to related Policies:**

[Environmental Health and Safety](#)