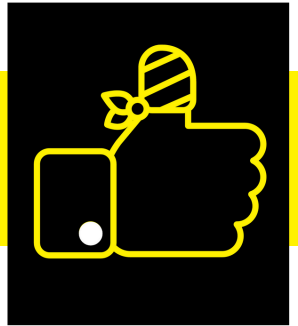# Agilus Health & Safety Bulletin
Hazard Reporting

Why reporting workplace hazards is important:

Hazard reporting is essential for identifying and mitigating risks in the workplace. By reporting potential hazards and near misses, employees can help to create a safer work environment. This proactive approach not only protects individuals but also enhances overall workplace safety and ensures compliance with H&S regulations.

It is everyone's duty to protect ourselves and others from workplace hazards. The ultimate goal of hazard reporting is to identify and address potential dangers before they cause injury or harm to employees or others and to promote a safe and healthy work environment.

The Canadian Centre for Occupational Health and Safety (CCOHS) defines "hazard" as any source of potential damage, harm or adverse health effects on something or someone. It is important to familiarize ourselves with some common examples of hazards provided by CCOHS. Knowing and recognizing these hazards can help identify and report them in a timely manner.

Some common examples of hazards in workplace:

For more common hazards visit:
https://www.ccohs.ca/topics/hazards

Hazard	Example	Example of harm caused
Safety	Knife/box cutter	Cuts
Chemical	Benzene	Leukemia
Workplace	Electricity	Shock/Electrocution
Health	Welding	Metal Fume Fever
Psychosocial	Bullying	Anxiety/Depression/Fear

Steps for Effective Hazard Reporting

1. **Identify Hazards:** Regularly assess the workplace for potential hazards. This includes physical, chemical, biological, psychosocial and ergonomic risks.
2. **Report Hazards:** Hazards can be reported verbally, electronically or by filling out company specific forms (example: Agilus Safety Concern Record). Ask your manager, supervisor, or health and safety committee or representative if there is a formal process for reporting hazards.
3. **Implement Controls:** Use engineering controls, administrative controls, and personal protective equipment (PPE) to mitigate identified risks.
4. **Follow up:** Ensure that reported hazards are addressed promptly. Communicate the actions taken to the reporting employee and the broader team.

Employer Responsibilities:

Encouraging and facilitating hazard reporting:
Employers can promote safety in workplaces by, creating a simple and clear reporting process, providing anonymous reporting options, training employees on recognizing hazards and providing recognition to employees who proactively report hazards.

Addressing reported hazards promptly and effectively:
An essential component of hazard reporting is not just removal of hazard with safe protocols, it also involves investigating hazardous occurrences and implementing measures that will help employees feel safe in the workplace. Any hazardous occurrences that affect employee(s) must be investigated by qualified persons. The purpose of this investigation should be to identify the hazard, and work in tandem with the Workplace Health and Safety Committee or the Health and Safety Representative, to remove or mitigate the hazard.

Hazard Assessments:
Canadian provinces have set guidelines and rules pertaining to hazard assessments that employers must adhere to. Employers who use potentially hazardous substances in their workplace must conduct safety training and regular re-training for their employees. According to Workplace Safety & Prevention Services, employers in Ontario can be prosecuted for not assessing, identifying and controlling hazards in the workplace that could cause injury or illness to employees.

Implementing necessary controls:
According to CCOHS, a hazard control program is a plan to keep workers safe from harmful substances or dangerous conditions like chemicals, noise, or vibrations. It includes training, safety procedures, and ways to check workers' health and exposure levels. A written program should explain what safety measures are in place and how their effectiveness will be monitored. This will help to mitigate hazard risks.

Employee Responsibilities:

Ensuring safety against workplace hazards is not just an employer duty. In fact, employees play an equally crucial role in avoiding workplace accidents. There are 3 main ways employees can prevent injury due to workplace hazards

1. **Being vigilant & proactive in identifying potential hazards**
   - Employees must always be aware of their surroundings and vigilant when working.
   - This is especially important if the workplace consists of dealing with heavy machinery, chemicals, flammable substances or sharp machine parts.
   - Staying vigilant can help employees to bring any possible threat to their employer's notice and prevent hazard induced injury for themselves and others.

2. **Reporting hazards & near misses immediately**
   - Sometimes there may not be an actual occurrence of hazard induced accident or injury, but just a near miss or a possibility.
   - Even in such cases, employees must inform their employer or Workplace Health & Safety Committee/Representative so adequate precautions can be put in place and accidents can be prevented.

3. **Following protocols**
   - Employees must pay attention to understand possible risks of their workplace, note what hazards they can be exposed to and be acquainted with what are the safety and reporting protocols they need to follow, during workplace safety training and orientation.
   - If PPE or any other protective gear needs to be worn during performance of workplace tasks, it is the employee's responsibility to adhere to the job requirements.
   - Educating oneself on the above aspects can help prevent hazard induced injury for self and others.

Impact of failing to report hazards:

When employees fail to report hazards, they not only compromise their own safety but also that of anyone present in the workplace. Failure to implement hazard safety measures can result in increased risk of accidents, injuries and in some serious cases, even death.

At Agilus Work Solutions, we are committed to fostering a culture of safety. By working together and prioritizing hazard reporting, we can ensure a safer workplace for everyone. Remember, safety is a shared responsibility, and your proactive efforts make a significant difference.
Stay safe and vigilant!

For more information on hazard reporting and workplace safety, please contact our safety team at safety@agilus.ca.

Thank you for your commitment to safety!

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