

Hazardous Condition/Act & Near Miss Reporting Policy



Type:	POLICY	Revision:	01
Owner:	BRL	Document Name:	HSPOL-007
Status:	Current – Nov 2014	Review Date:	February 1, 2018
Effective Date:	01 January 2015	Total Pages:	3

Purpose:

This policy is meant for the benefit of any employee regardless of position. The intent is to outline the company’s policy regarding reporting hazardous conditions or acts.

Scope:

This policy applies to all Bernard Rochefort Ltd’s employees.

Definitions:

Hazardous Condition/Act: An existing or potential condition in the workplace that, by itself or by interacting with other variables, can result in personal injury, illness, fatality, property damage or other losses; or the actions of an individual that can pose a similar threat.

Near Miss Accident: An unplanned event that had the potential for property loss or injury.

Due Diligence: Means taking every precaution reasonable under the circumstances to protect health and safety of workers and being able to substantiate that.

The Law:

The OHS Act Section 28(1) (a) (c) (d) specifically addresses the workers right to report unsafe acts or conditions.

Policy:

Bernard Rochefort Ltd. recognizes that all employees of the company are workers and, as such, are required and have the right to report any unsafe acts or conditions (hazardous conditions) to the employer with the expectation of prompt, reasonable and remedial action. To that end, Bernard Rochefort Ltd. has developed this policy to ensure that workers understand their right and requirement to report hazardous conditions through orientation training and through yearly refresher training for existing employees. Supervisors are responsible for taking appropriate actions and exercising due diligence to mitigate risks to health and safety and, further, to implement loss control. Bernard Rochefort Ltd. senior management will provide assistance on those situations that cannot be readily resolved by front line supervision.

Responsibilities / Accountabilities:

Worker:

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The worker, as per Section 28(1)(c) and (d) of the OHS Act shall 28(1) (c) – “report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and (d) “report to his or her employer or supervisor any contravention of this Act or the Construction Regulations or the existence of any hazard which he or she knows.”

The worker will be held accountable for his/her actions in this regard through enforcement of the Bernard Rochefort Ltd. Discipline process. Any worker who knowingly fails to advise their supervisor of any hazard that he/she is aware of will be subject to discipline.

Supervisor:

The supervisor is responsible to take every precaution reasonable in the circumstances for the protection of the worker and to exercise due diligence in responding to the workers concerns. The supervisor must clarify with the worker if the worker is making a hazardous condition report or if he is initiating work refusal. If work refusal, then the work refusal process is to be followed.

The Supervisor will be held accountable by reviewing the paper documents to ensure that hazards are being responded to within the 21 day time frame by the H&S Coordinator. The President will respond with any disciplinary measures as may be required and if further training is required in this area it will be facilitated upon request by the President for the supervisor in question.

Employer:

Employer is responsible to ensure that supervisors are competent people and the employer is responsible for ensuring that they take every precaution reasonable for the protection of the worker.

The employer is held accountable to the OH&S Policy by the OHS Act.

Process:

- Any worker who observes a hazardous condition or act must report it immediately, verbally, to the supervisor on site. In this way the supervisor can take immediate steps to resolve the hazard.
- Any worker who is involved in a situation that could be considered a near miss accident due to a hazardous condition or act must report to a supervisor immediately and complete the hazardous condition/act report. The supervisor will also complete a major incident review in this case.
- If equipment is unguarded or defective and poses an immediate threat, it must be shut down and locked out immediately by the operator.
- The worker is then asked to complete a Hazardous Condition/Act report by shift end and present it to his supervisor. If required, the supervisor or the Health and Safety representative and/or the Health and Safety Coordinator can assist the worker with this process.
- The worker will be asked to rate the hazard as minor, moderate or major. A guide will be found on the hazardous conditions reporting form.

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- Once the report has been submitted to the supervisor, the supervisor will immediately advise the Site Foreman and the Health and Safety Coordinator. Copies of the completed report will go to the Supervisor, Safety Coordinator and posted on the Safety Notice Board.
- The supervisor will complete the supervisor portion, indicating what actions can be taken immediately, what actions will have to be planned for and who will do this work and the time frame for completion.
- If any work requires mechanic repair, a copy will be provided to the mechanic as well.
- The Health and Safety Coordinator will follow up on these actions to ensure that the appropriate steps have been followed.
- The condition/act is to be resolved before any prior work is done in the area or by the worker in question.
- Supervisor will enforce discipline if necessary as per the company discipline policy.

Measurement:

The success of this program will be measured by reviewing the dates and compliance elements of the hazardous conditions reporting which will be part of the accident analysis process.

Enforcement:

As per the above, supervisors and Health and Safety Coordinator can initiate the discipline process if a worker has willfully created the hazardous condition/act or does not report a near miss.

Approval & Acknowledgement:

A handwritten signature in blue ink, consisting of a large, stylized 'R' followed by a horizontal line extending to the right.

Rhéaume Rochefort

Feb 1st, 2018

Date:

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