

Property, Equipment and Tool Damage Reporting Policy



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Scope:

This policy is meant for the benefit of any employee regardless of position. The intent is to outline the company's policy regarding reporting all property damage owned, leased, or otherwise.

Definitions:

Property Damage Property damage is damage to or the destruction of public or private property, caused either by a person who is not its owner or by natural phenomena.

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) specifically addresses the workers right and requirement to report unsafe acts or conditions.

Policy:

This policy is in place to ensure that any damage done to property, owned, leased or otherwise, is reported both internally and externally. Property damage can be very costly and as such, Bernard Rochefort Ltd. has a reporting procedure in place to ensure that damage is declared and repaired when possible or replaced.

Damage to structure, equipment, vehicles and tools can pose a serious safety hazard if not dealt with immediately and properly.

Responsibilities / Accountabilities:

Worker:

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 a supervisor of any property damage that he/she is aware of will be subject to discipline.

Property, Equipment and Tool Damage Reporting Policy



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. Damage to including, but not limited to structure, equipment, vehicles and tools are a safety risk and must be dealt with immediately.

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 OH&SA.

Process:

- Any worker who is responsible or observes property damage must report it immediately, verbally, to the supervisor on site. In this way the supervisor can take immediate steps to resolve the issue.
- If property damage was negligible but could have resulted in a much more severe incident should be considered a near. The supervisor will also complete a major incident review in this case.
- If the damage poses an immediate threat, it must be shut down, locked out, barricaded, guarded and or isolated to ensure that no harm can come from the incident.
- The worker is then asked to complete a Property Damage 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.
- Once the report has been submitted to the supervisor, the supervisor will immediately advise Management 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.
- If the damage affects the main work are, the incident is to be resolved before any 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 property damage reporting which will be part of the accident analysis process.

Property, Equipment and Tool Damage Reporting Policy



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:

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Rhéaume Rochefort

Feb 1st, 2018

Date:

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