**PURPOSE:**

The purpose of this document is to outline a procedure to follow in reporting hazardous situations that may endanger the health and safety of individuals.

1. SCOPE
	1. This policy applies to all USC employees, volunteers, and visitors for any hazard which cannot be corrected instantly, or requires further investigation, or about which you have a significant concern.
2. DEFINITIONS
	1. **“Unsafe acts”** are behaviours, which could lead to an accident.
	2. **“Unsafe conditions”** are circumstances, which could allow an accident to occur.
3. EXPECTATIONS AND RESPONSIBILITIES
	1. Workers shall report the existence of any significant hazard of which he or she becomes aware to their supervisor/manager.
		1. A worker who remedies a significant hazard will report both the hazard and the remedy made to their supervisor/manager.
	2. The supervisor/manager of the worker reporting a hazard must
		1. Follow up with a timely response or action, to maintain safe & healthy working conditions; and,
		2. Ensure the Health & Safety Coordinator receives copies of the hazard report for distribution to the following parties:
			1. USC Occupational Health & Safety;
			2. The Joint Health & Safety Committee (JHSC); and
			3. The Worker Health & Safety Representative.
4. PROCEDURES
	1. Reporting a hazard must be done
		1. Immediately verbally and using the Hazard Reporting Form if a hazard is significant or if the worker feels that it is necessary to have their concern in writing.
		2. By the supervisor/manager who will, with the assistance of the worker,
			1. Rate the hazard;
			2. Form an action plan in response to the hazard;
			3. Implement the action plan; and
			4. Notify the necessary parties through the Health & Safety Coordinator.
5. COMMUNICATION
	1. This policy will be explained as needed to workers through orientation health & safety training or task-specific training.
6. EVALUATION
	1. This policy will be evaluated on an annual basis through the Continuous Improvement Plan.