Hazard Reporting by Employee



What should I do if I notice a hazard?

You should report it immediately to your supervisor. You do not need to wait for an inspection team to come by. In fact, health and safety legislation requires employees to report hazards to their supervisor.

The immediate hazard reporting process allows employees to report hazardous conditions or practices as they notice them. This procedure allows for prompt reporting and subsequent corrective action without waiting for the next round of regular inspections.

Hazards can be reported verbally or by filling a simple form available at bulletin boards or other conspicuous places. The following is an example of such a form.

Hazard Report Form – Example	
Name:	**Date:**
Location:	
Equipment:	
Description of the hazard:	
Suggested corrective action:	
Signature:	
Supervisor’s remarks:	
Corrective action taken:	
Signature of Supervisor:	**Date:**

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