



# Hazard Identification Form

Name of Employee: \_\_\_\_\_  
Reported to: \_\_\_\_\_  
Working Location: \_\_\_\_\_  
Date of Report: \_\_\_\_\_

Report of Hazard  
Location of Hazard:

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Please describe the hazard:

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Please describe the safety issue:

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Rate Hazard Class using the criteria listed below: \_\_\_\_\_

Hazard Class	Description
"H" (major)	High risk (immediately dangerous to life and health)
"M" (moderate)	Medium risk (medium term potential for non-life threatening injury)
"L" (minor)	Low risk (long term potential for slight injury or illness)

If this is a repeat issue, whom have you report it before?

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Recommendations (what, responsibilities, time frames):

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Actions taken/Responses given:

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## Purpose

The purpose of this document is to outline a procedure to follow when reporting hazards.

## Scope

This procedure applies to all employees of the Rainy River District Social Services Administration Board (RRDSSAB), and is to be used when a potential or actual hazardous condition/act is identified.

Definitions: Hazardous Condition / Act:

**Unsafe Act:** Are behaviours, which could lead to an accident/incident.

Examples of unsafe acts can include using equipment in an unsafe or careless manner or not using personal protective equipment as required.

**Unsafe Condition:** Are circumstances which could allow the accident to occur.

Examples of unsafe conditions can include inadequate, improper or lack of guarding, slippery work surfaces, electrical grounding requirements not observed, or containers that are not labeled.

## Standards / Procedures

- An observed hazardous condition/act must be reported immediately to a Supervisor/Manager
- Using the Hazard Identification Form detail the hazard(s) or area of concern as well as the location of the hazard(s).
- All actions (responses) must be followed up to ensure they are completed

## Roles and Responsibilities

### Employee

- Is responsible to report immediately to his/her Manager/Supervisor, the existence of any hazardous condition/act which he or she is aware.
- Is responsible to fill in the Hazard Identification Form reporting the hazardous condition/act.

### Supervisor/Manager

- Is responsible to rate all hazards as major, moderate or minor hazards.
- To ensure that any hazardous conditions or acts are followed up on a timely basis.
- To ensure that all the action(s) are completed.
- To ensure that copies of the Hazard Identification Form are distributed to the Health and Safety Coordinator, and Human Resources.

### Health & Safety Coordinator

- Act as a resource for identifying hazards and may assist in implementation of controls.
- Will follow-up with the Manager/Supervisor and/or worker to ensure that all actions have been completed.
- Review completed Hazard Identification Form to identify any other improvements, corrective action or proactive initiatives.

## Communication / Training

Communication of the hazard reporting procedure will be done with all employees during new employee orientation and as identified by the Manager/Supervisor.

The Health and Safety Coordinator will monitor the use of the Hazard Identification Form and, if needed, training in its use will be provided to employees as required.

## Evaluation

Evaluation of this procedure and the Hazard Identification Form will be done as required.