

October 2014

Reporting Requirements



University of Ontario Institute of Technology

HEALTH AND SAFETY BULLETIN

REPORT IT, DON'T IGNORE IT.



EXPLAIN EXACTLY WHAT HAPPENED.

**CLOSE CALLS ARE
WAKE UP CALLS!**

Reporting a NEAR thing
can prevent the
REAL THING

As a reminder, any *immediate hazard* or *unsafe work condition* which could affect health or safety, should be reported to the Service desk.

In case of emergencies, without delay

Dial 2400

for immediate assistance

Reporting Requirements

Hazard Reporting

An effective health and safety management system relies on hazard recognition, assessment, control of the identified hazards and evaluation of the effectiveness of your controls. Together with identifying hazards, reporting of hazards is an important proactive step towards remediating the identified or potential hazard which could lead to accidents and injuries.

Health and Safety has developed a new online tool for hazard reporting. The [HAZARD REPORT FORM](#) should be used to report and record a hazardous work condition or practice identified on campus property or within any campus building. The form should be completed by any worker who identifies an unsafe work condition or act in the course of their work. Furthermore, workers should be encouraged to report hazards to their supervisor to promote consultation on safety concerns at the workplace.

Take a look at the new Hazard Report form [here](#).

Accidents and Injuries

As the new school year begins, health and safety would like to remind all employees that all accidents and injuries must be reported as soon as practical after the incident. Any accident or incident resulting in an injury to any worker or student while on campus property should be promptly reported using our online [Accident Injury](#) reporting tool.

Near Misses

"Near misses" or unplanned events that did not result in injury, but had the potential to do so, should also be reported using the [Hazard Report form](#) or the [Accident Injury form](#).

Safety Triangle



Additional Resources:

CCOHS:
[Accident Investigation](#)

Ministry of Labour:
[Report an Incident Reporting Hazards](#)

Workplace Safety & Prevention:
[What can a worker do about unsafe conditions?](#)

Questions?

Contact UOIT Health and Safety at:
Ext. 2140 or 6521
Email: healthandsafety@uoit.ca