

## Section 10 – Near Miss and Hazard Reporting

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**PURPOSE** Near Miss and Hazard Reporting will be used as a recording and follow up method to provide specific documentation on current health and safety related issues for all workplace parties and at all locations.

**SCOPE** All occupational injuries, illnesses and near misses must be reported to allow the company the opportunity to take corrective actions to prevent reoccurrence and to ensure that the proper documentation of these injuries or illnesses is completed.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Instruct workforce to report hazards and near misses are reported and appropriate follow up actions are completed.
- Ensure all company employees receive the appropriate training and workplace specific Safe Work Practices.
- Review all Hazard and Near Miss Report and follow up with Foreman and Superintendent as required.
- Retain all records of Hazard and Near Miss Report and follow up actions as required.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Distribute and communicate information to the appropriate parties regarding any corrective actions or deficiencies reported.

Senior Management Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Superintendent Responsibilities:

- Distribute Hazard and Near Miss Report Forms to all Foreman as required.
- Ensure all required hazards and near misses are reported and appropriate follow up actions are completed.
- Ensure completion of applicable Hazard and Near Miss Reports and follow up as required.

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- Review reported findings with each Foreman to ensure identified corrective actions to each unsafe condition.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

### Foreman Responsibilities:

- Immediately respond to all hazards or near misses reported and record the findings on the Near Miss and Hazard Report form.
- Document and determine the causes, contributing factors and subsequently implement corrective actions to prevent a reoccurrence from the Hazard Reported.
- Complete corrective actions where possible. Where corrective actions cannot be completed, contact the Superintendent and or the Health and Safety Coordinator to provide further assistance.
- Ensure each recommendation found on the Hazard and Near Miss Report is completed within the established timelines.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of;
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Immediately advise Foreman if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations;
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

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### PROCEDURE

As a minimum, the following topics must be addressed:

- All Hazards or Near Misses **MUST** be reported to the Foreman as soon as possible.
- Reporting must be initially conducted verbally.
- The Foreman must complete Near Miss and Hazard Reporting Form (10-1 Form) detailing the Cause and Corrective Actions.
- Where corrective actions cannot be completed, contact the Superintendent and or the Health and Safety Coordinator to provide further assistance.
- All completed Near Miss and Hazard Reporting will be copied to the appropriate **Superintendent** and the **Health and Safety Coordinator** as required.

### DISTRIBUTION

Distribution of the Near Miss and Hazard Reporting Form will be as follows:

- Copies provided to the Superintendent and the Health and Safety Coordinator.
- Provided and reviewed to workers during orientation

### DEFINITIONS

A Near Miss is an event that, should circumstances have been different, the result would have been an injury or damage (physical, chemical, biological, etc.) to a person or property.

A hazard is any source of potential damage, harm or adverse health effects on something or someone under certain conditions at work.

“Risk Rating System” means a system for rating the potential of a hazard;

**A = High**            High risk of injury or equipment / property damage

**B = Medium**        Medium risk of injury or equipment / property damage

**C = Low**            Low risk of injury or equipment / property damage





# Think Plan Work & REPORT all Near Misses & Hazards

