



# RETAIL CONNECTION

## REPORTING HAZARDS POLICY SAMPLE

All employees intend to ensure that all hazards are documented and reported to management for corrective action, promptly.

### PURPOSE

- To identify hazards in all areas of the workplace to facilitate assessment and the selection of appropriate control strategies.
- To allow for and encourage participation of all employees in the risk management process.

### SCOPE

This procedure covers the reporting of all hazards by management and employees.

### ACTIONS & RESPONSIBILITIES OF ORIGINATOR/EMPLOYEE

- Identifies hazard
- Corrects if possible
- Completes Hazard Report (following)
- Hands Hazard Report to Manager
- Follows up with next level Manager/Business owner
- If unsatisfied, follows the issues resolution procedure

### STORE MANAGER

- Receives the hazard report from the originator
- Discusses the report with the originator
- Ensures immediate short-term corrective action is taken
- Assesses hazard for the level of risk in accordance with the risk management procedure
- Selects appropriate risk control strategy
- Implements strategy and documents the actions on the back of the hazard report form (corrective actions)
- If unable to correct, reports to next level Manager
- Reports back to the originator
- Files the hazard report in the WHS Appendix when completed

### OPERATIONS MANAGER

- Receives report from next level manager if Store Manager is unable to initiate corrective/preventative action
- Reviews Hazard Reports weekly for progress
- Signs off on Hazard Reports if the hazard has been corrected

Created: Date

Updated: Date