

Hazard Identification and Near-Miss Reporting Form

This form is to be used by employees to report a hazardous workplace condition or practice. Please complete this form and fax it to Safety & Health/WCB Administrator at 204-631-4171.

Once faxed, please turn in the original copy to your immediate supervisor.

IMPORTANT: If an incident occurred that resulted in an injury, please advise your supervisor immediately and follow the Work Related Injury Reporting Procedure.

Location where hazard/near-miss occurred: *please be specific*

Terminal/Customer:

Address:

City/Province:

Date: (mm / dd / yyyy)

Time: ___ am / ___ pm

Supervisor:

Weather conditions:

Please indicate and check the area of hazard and provide a brief description

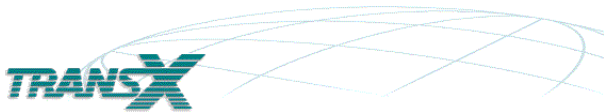
Physical Hazards		Ergonomic Hazards		Chemical Hazards	
Traffic (Yard, parking lot)		Lighting		Cleaning products/solvents	
Equipment (tools, machines, tractor)		Frequent lifting		Vapors and Fumes	
Trip/Slip/Fall Hazards		Workstation		Spills (oil, gas etc.)	
General Housekeeping		Awkward movements			
Personal Protective Equipment (PPE)					
Damage to Freight					
Damage to Structure					
Other: <i>Please be specific</i>					

Description: *If more space is required, attach a separate sheet of paper*

Employee Name:

ID #

Telephone:



Office Use Only - TO BE COMPLETED BY INVESTIGATOR

Investigation Details: *If more space is required, attach a separate sheet of paper*

Corrective action taken:

Investigator Name:

Date Completed:

Investigator Signature:

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

Near-Miss is defined as an unplanned event that did not result in injury, illness, or damage – but had the potential to do so

Process:

If an employee or contractor spots a hazard or near-miss they:

1. Complete a *Hazard Identification and Near-Miss Reporting Form* with as much detail as possible.
2. Fax the form to Safety & Health/WCB Administrator in Winnipeg at 204-631-4171.
3. Submit the original form to their immediate Supervisor.

Once a supervisor receives a completed Hazard Identification and Near-Miss Reporting Form they:

1. Must conduct an investigation
2. Take corrective action within one (1) week
3. Fax completed report to the Safety & Health/WCB Administrator in Winnipeg at 204-631-4171.

If you require additional support and/or resources for conducting investigations and eliminating hazards, please contact your area Safety Representative.

Description of Responsibilities:

Company Employees and Contractors:

1. Please assess and note any hazards in your working environment
2. Follow Hazard Identification and Near-Miss Reporting Procedure

Managers and Supervisors:

1. Make sure that if a hazard is found, immediate action is taken to eliminate it.
2. Ensure Supervisors investigate hazard and take corrective action to correct hazard.
3. Ensure all submitted hazard reports are taken seriously and dealt with immediately.
4. Communicate action taken to the person who submitted / spotted the hazard and thank them for bringing it forward
5. Communicate hazard reported and action taken to the department to:
 - a. Promote hazard reporting as a positive action
 - b. Demonstrate the action that was taken
 - c. Promote the importance of Safety in the workplace
6. Keep Hazard Reports on file for six (6) months.
7. Ensure your working environment is safe and tidy.