

Safe & Well Waypoint

EMPLOYEE HAZARD REPORTING

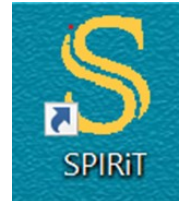
BACKGROUND: The internal responsibility system (including our incident reporting policy) requires workers to report workplace hazards, near misses and injuries/illnesses. Note that a workplace hazard is any condition, practice of thing that has the potential for harming people or damaging equipment, materials or the environment. A “hazard” only represents a potential to cause harm.

HOW TO REPORT A WORKPLACE HAZARD, INJURY OR ILLNESS

1. Report the occurrence immediately to your Manager/Supervisor
2. Report electronically within the incident reporting software (SPIRiT) prior to the end of shift

INCIDENT REPORTING IN SPIRiT

1. All Waypoint employees have access and are able to report hazards and injuries, as well as facility issues and security concerns
2. Employees can report hazards, injuries to themselves or others (physical or psychological)
3. A SPIRiT icon is located on every desktop. Staff log in using their standard username and password
4. When reporting a hazard or injury, select the Employee Event tile and fill in all mandatory fields prior to submitting
5. Incident severity levels are outlined in the Staff Incident Investigation, Reporting and Follow-up Policy



For further support submitting in SPIRiT, please contact the H&S department at ext. 3025.

WHAT HAPPENS AS A RESULT OF REPORTING

Manager/Supervisor investigates hazard/incident to confirm the existence of a risk, and develops mitigations to reduce the chances of the risk impacting others. This includes:

- Identifying the immediate and root causes of the hazard/incident
- Developing, implementing and assessing mitigations with clear timeframes to implement controls/changes

IMPACT of NON-REPORTING or LATE REPORTING

Late, missing or inaccurate employee incident reports have the ability to negatively impact the safety of others. Without an incident report, the organization may be unaware of a risk and unable to take corrective actions. A late or inaccurate incident report might also negatively impact the organization’s legislated reporting obligations.

(Policy Reference: Staff Incident Investigation, Reporting and Follow-up Policy)

NEXT:

Stay tuned for future communications as we explore what happens when you submit an incident report