

## EMPLOYEE HAZARD REPORT PROCEDURES

### PURPOSE

The Employee Hazard Report form was established to provide a means for employees to report previously unrecognized hazards that could cause employee injury illness/death, damage to City property or injury/accident to a public patron on City property. This program also satisfies a requirement of the IIPP to have a system designed to encourage employees to inform their employer of hazards at the worksite without fear of reprisal and anonymously, if desired.

### RESPONSIBILITY

#### A. DEPARTMENT SAFETY COORDINATOR

1. Department Safety Coordinators shall keep an adequate supply of Employee Hazard Report forms for use at all times even though the report is available electronically.
2. Blank Employee Hazard Report forms shall be posted on department safety bulletin boards and made accessible to all employees within the department.
3. Once completed, a copy of the Employee Hazard Report shall be forwarded to the Department Safety Coordinator by the supervisor for discussion at the next safety committee meeting.

#### B. EMPLOYEE REPORTING HAZARD

The employee reporting a hazard should do so without fear of reprisal, ensuring the following actions are taken:

1. The employee should complete the Employee Hazard Report form. The hazard should be described in detail and the employee's recommended corrective action should be stated.
2. The employee should forward the original form to his/her supervisor for further action.

#### C. SUPERVISOR

Supervisors shall process Employee Hazard Reports submitted to them in a timely manner, and ensure their accuracy and proper completion. In addition, supervisors should ensure the following actions are taken:

1. The supervisor should review the Employee Hazard Report and record his/her analysis and/or corrective action taken within five days.
2. When necessary, the supervisor should involve upper level supervisors and the Department Safety Coordinator in hazard analysis and corrective action. The supervisor should inform the employee if there are any delays in the five-day requirement.
3. After corrective action is completed, the supervisor should make three copies of the completed form. One copy should go to the employee, one copy to the Department Safety Coordinator, and one copy should be retained by the department. This copy should be discussed at the next safety meeting.
4. The original copy should be sent to Risk Management, ATTN: City Safety Officer, Human Resources.

#### D. CITY SAFETY OFFICER

1. The City Safety Officer shall review the Employee Hazard Report and corrective action taken to ensure effective correction of the hazard. In cases where the action taken is incomplete, the City Safety Officer will initiate further action in coordination with the Department Safety Coordinator.