7. Hazard & Incident Reporting

7.1. Reporting of Hazardous Conditions
Under OHS law, every worker has a duty to report unchecked hazards. With the nature of our work across the college, there are many hazards; but with proper planning and precautions the risk can be controlled to an acceptable level. If you have concern about a hazard in your work area, start by discussing it with your supervisor or advisor. If the scope of the problem is too large or if there is question on what should be done, the issue can be raised to the department chair, the local safety committee and/or EHS.

Remember that as workers in Ontario, you have a legal right to refuse work that you legitimately feel would put you in danger. Refer to section 43 of the OHSA for more details (http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm#s43s1).

7.2. Incident Reporting
If you are injured at work, get appropriate first aid and notify your supervisor as soon as possible. An Incident Report Form must be filled out, signed by the supervisor, provided to the department head and employee group and submitted to EHS within 24 hours – but if an injury is serious and potentially life threatening, after getting help for the victim, call EHS (x53282) to report the incident as soon as possible. Allow Campus Police to notify the next of kin to avoid miscommunication and confusion.

Near misses (i.e., accidents that were narrowly avoided) should be reported using the Incident Report Form. The Incident Report Form is available through the EHS website.