

Category: Health & Safety

Subject: Workplace Hazard Recognition, Reporting and Training

Policy:

All suspected hazards noted in ILCWR office locations and consumers' homes, must be reported to the consumer and/or supervisor. ILCWR will make every effort to identify hazards in the workplace. ILCWR will provide training to employees on recognition of hazards that might impact safety.

Definitions:

Unsafe Act: Are behaviours, which could lead to an accident/incident.

Unsafe Condition: Are circumstances, which could allow the accident to occur.

Responsibilities:**The Employee :**

- If the hazard is such that it will pose an immediate threat to the attendants safety and the consumer is unable to provide an immediate remedy to the situation then the attendant must report to the supervisor or on call supervisor immediately.
- If the hazard is such that if not corrected it will pose a threat to the next attendant providing service the attendant must contact the supervisor as soon as possible.
- In other situations where the hazard does not pose an immediate threat the attendant may report to the supervisor at the end of shift or the next business day if after hours.
- Must complete the Incident Report form

The Supervisor is responsible for:

- Investigating the hazard promptly
- Completing the Incident Report Follow-up Form
- Ensuring that any hazardous conditions or acts are eliminated in a timely basis
- Ensuring that copies of the Incident Report and Incident Report Follow-up Form are distributed to the Employee Health Coordinator in 24 hours and 3 business days respectively. In the event of the

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absence of the Employee Health Coordinator, submit the reports to either the Attendant Services Director

The **Employee Health Coordinator** is responsible for

- Acting as a resource for identifying hazards and may assist in implementation of controls
- Following-up with the supervisor and or employee to ensure that all actions have been completed
- Reviewing completed Incident Report Forms to identify any other improvements, corrective actions or proactive initiatives and maintaining a system to ensure required follow-up reports are completed
- Reviewing Incident Follow up forms
- Maintaining statistics on hazards identified

Executive Director, Human Resource Director and Attendant Services Director:

Will review and sign all Incident Reports and Follow up reports

Training:

ILCWR strives to ensure the health and safety of employees in the work place and thus provides hazard recognition training in attempt to prevent injuries.

Training is provided:

- In orientation
- In refresher training
- to supervisors in the review of incident reports and follow up reports

Evaluation:

Evaluation of this policy will be yearly