Hazard Recognition and Reporting Process

**Plan**
- Employee identifies hazard
- Employee removes hazard
- Employee completes Section A of Hazard Reporting Form and submits to Supervisor
- Supervisor reviews and keeps form for record keeping

**Do**
- Employee completes Section A of Hazard Reporting Form and submits to Supervisor
- Supervisor investigates using Section B of Hazard Reporting Form
- Supervisor resolves internally or by contacting other departments
- HSEWB investigation required
- HSEWB conducts investigation
- HSEWB finds hazard
- HSEWB submits report of findings in writing to Supervisor
- HSEWB recommends controls to Supervisor
- HSEWB shares report of findings with appropriate JHSC and HSO
- Supervisor Reviews action with employee using completed Hazard Reporting Form
- Supervisor and Employee keep Form for record keeping

**Check**
- Supervisors sends current Hazard Reporting form To hsewb@yorku.ca
- HSEWB conducts investigation
- HSEWB finds hazard
- HSEWB submits report of findings in writing to Supervisor
- HSEWB keeps report for record keeping

**Act**
- Follow up within 1 week

Yes/No decisions for continuation of process.