

# HAZARD REPORTING STANDARD

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## **1.0 Introduction**

A hazard is anything that can hurt workers (injury), make them sick (illness) or cause property and environmental damage. All members of the University community should promptly report hazards before they cause injury, illness or damage. This standard outlines the requirements for reporting hazards within the University community.

## **2.0 Types of Hazards to Report**

- Safety: Slippery floors, exposed electrical wires, or blocked emergency exits
- Physical: Excessive noise, poor air quality, or inadequate lighting
- Biological: Exposure to infectious agents
- Chemical: Spills of hazardous substances, improper storage of chemicals, or exposure to toxic fumes
- Ergonomic: Task, job and workplace and workstation design concerns, manual handling issues
- Psychosocial: Workplace violence, harassment or bullying

## **3.0 Hazard Reporting Procedure**

- Use the University's Safety Spectrum online hazard reporting software to report a hazard. You should include your supervisor in the hazard reporting.
- Choose the perceived risk of the hazard identified as very low, low, medium or high.
- All reported hazards shall be addressed based on the level of priority assigned.
- If required, inform your department's health and safety coordinator.
- If a hazard or concern remains unresolved after a reasonable time, escalate it to the Director of Safety (ext. 35814) or a member of the Joint Health and Safety Committee.

## **4.0 Online Hazard Reporting Steps**

1. The Hazard Report is online and accessed through this link: [Hazard Report Dashboard](#).
2. Click on the "Hazard Reports" icon under "Modules."
3. Select "Report a hazard, Air Quality or Noise Issue." Confirm that the issue you want to report is a hazard and not an incident.
4. Click "Start Hazard Report."
5. Complete the one-page hazard reporting form.
6. Ensure all information is complete and digitally signed before submission.

## **5.0 Roles and Responsibilities**

### **5.1 Department Management**

Department management shall encourage hazard reporting and communicate this to all relevant workplace stakeholders (employees, students, visitors and contractors). They shall collaborate with the University's health and safety resources on the control of hazards assigned or escalated to them.

### **5.2 Supervisors**

Supervisors are required to inform workers of any hazards in their work. They shall ensure employees and students are provided with training on hazard identification and reporting requirements. They shall take necessary measures to control the risks posed by these hazards, and if required, report appropriately to the responsible safety resource person or their senior leader.

### **5.3 Employees/Students/Visitors/Contractors**

Employees/Students/Visitors/Contractors are required to report hazards and safety concerns to their immediate supervisor or the person responsible for their visit or contract work. They should use the online hazard reporting tool provided by the University.

### **5.4 Safety Office**

The Safety Office shall review the reported hazards that pose high and extreme risks and collaborate with the owner of the hazard to determine that corrective actions are implemented and communicated to the relevant parties.

## **6.0 Emergencies**

1. Call 911 for fire, police, or ambulance.
2. Then call Special Constable Service to report the emergency.

## **7.0 Record Keeping**

Records of Safety Spectrum Hazard Reporting training are maintained in the Human Resources Management System, Workday, and are available to direct supervisors only. Safety Office staff with administrative permissions also have access to Workday records.

## **8.0 Training**

Supervisors, employees and graduate students are encouraged to do the Hazard Reporting training on LEARN.

## 9.0 Record of Revisions

Date	Author/Editor	Change	Version
May 2025	Ola Olayinka	<ul style="list-style-type: none"><li>▪ Standard release</li></ul>	Hazard Reporting Standard v.1.0 MAY2025