

Date: \_\_\_\_\_

Supervisor/Department: \_\_\_\_\_

# REPORTING PROCEDURES

Actsafes's Toolbox Talks are intended as an informational resource for employers and supervisors to use to deliver a safety talk on a specific subject. A toolbox talk can be an effective way of refreshing workers' knowledge of safe work procedures and sharing information with more experienced workers.

## Reporting Procedures

The first and foremost responsibility of employers is to provide a safe and healthy workplace for the workers they employ. But if employers aren't made aware of hazards on the workplace, then how can they be expected to address the issue? Unreported safety hazards can spread, potentially putting all workers at risk. This is why it's important for workers to report all safety issues to their supervisor or employers.

## Reporting Safety Concerns or Unsafe Work

For employers to be able to address safety concerns, they must be made aware they exist. Ensure workers know the following procedures for reporting hazards:

- Report the hazard to your supervisor. The supervisor and/or employer are responsible for investigating workers claims, and must ensure any corrective actions are taken without delay.
- Any absence of or defect in any protective equipment, device, or clothing, that the worker considers likely to endanger the worker or any other person should also be reported to supervisors.
- Workers should also report any damage or defects in equipment or machinery to their supervisors
- Workers refusing unsafe work must also report these situations to their supervisors

## Reporting Injuries

No matter how minor the injury may seem, it should be reported to the supervisor and first aid attendant.

- Report the injury to your supervisor, then report to the first aid attendant for treatment
- If the injury requires medical treatment outside of what is delivered by the first aid attendant, such as visiting an emergency department, walk-in clinic, or your family doctor, the production office should also be made aware as they will have to report those injuries to WorkSafeBC.
- For injuries that occur where there is no first aid attendant (prepping or when working alone), your supervisor and the production office should be notified as soon as possible

Prompt reporting will ensure that effective first aid treatment is administered and that the delay in the claims process with WorkSafeBC is minimized. In the event of an incident that requires an investigation, that investigation can also be conducted quickly to prevent further incidents or injuries.

### Attendees (attach Sign-in Sheet if needed):

Name	Initials	Name	Initials
_____	_____	_____	_____
_____	_____	_____	_____
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