



Date Issued: June 2021	Page No.: 6	Document No.: SOP-Safety-23
Revision: 1.0	Subject: Hazard Reporting	

Appendix 1

Hazard Report Form

All hazards must be isolated or controlled, if possible, and immediately reported to a supervisor.
Supervisor to complete shaded sections.

Name:	Date:
Location (Building, Room, Area):	
Equipment:	
Priority Level: <input type="checkbox"/> Urgent (immediately) <input type="checkbox"/> Next 7 days <input type="checkbox"/> Next 21 days <input type="checkbox"/> Other	
Description of hazard:	
Suggested corrective action:	
Workers Signature:	
Supervisor's remarks:	
Corrective action:	
Corrective action completed? <input type="checkbox"/> YES <input type="checkbox"/> NO	Completion date:
<i>If corrective action has not yet been completed, provide the anticipated completion date above. Inform the employee once the corrective actions have been completed and when corrective action will take longer than 21 days to complete, a timeline must be provided.</i>	
Supervisor's Signature:	Date:

- Hazards must be reported immediately to your supervisor, verbally or in writing. If the hazard is of an urgent nature, verbal notification should be followed up with a written report.
- Employees should suggest corrective action(s) to resolve the hazard, but it will be up to the supervisor to determine what corrective action(s) to take.
- Supervisors must return this completed form to the worker(s) within 21 days. If corrective actions will take longer than 21 days a timeline must be provided.
- This form will be used to document the concerns and be provided to the Joint Health and Safety Committee secretary and the Department of Environmental Health & Safety by the worker if the issue cannot be resolved.

