



Number: H&S 11.0  
Date: Dec 12, 2012  
Supersedes: Oct 16, 2003

## GENERAL MANUAL POLICY

APPROVED BY:

  
Executive Director

CATEGORY: Health & Safety

TOPIC: Health & Safety Potential Hazards

Page 1 of 2

---

### POLICY

It is the policy of Community Living Thunder Bay to have a formal method to report unsafe or unhealthy conditions.

### PURPOSE

To identify potential hazards.

### RESPONSIBILITY

It is the responsibility of all staff to adhere to this policy.

**GENERAL MANUAL PROCEDURE**

**TOPIC:** Health & Safety Potential Hazards

**Page 2 of 2**

**PROCEDURE:**

1. Any staff identifying a potential hazard will contact their immediate Team Leader/Supervisor.
2. The immediate Team Leader/Supervisor will discuss the potential hazard with the worker and together they will try to identify a solution.
3. If a solution cannot be found, the worker will bring forward their concern, in writing to their Joint Occupational Health and Safety Committee representative.
4. The committee member will submit the "Potential Hazard" form to the Joint Occupational Health and Safety Committee.
5. The Joint Occupational Health and Safety Committee will review the potential hazard, obtain clarification/further information if required, and make recommendations to the Team Leader/Supervisor for correction.
6. If the Team Leader/Supervisor cannot rectify the situation, it will be referred to the Executive Director for approval.