

## **Hazard Reporting Procedures**

Legislation states that employers are required to ensure that all employees have a safe work environment.

To this end, Modular Solutions welcomes all employees to report any type of hazard or potential hazard directly to their branch office, the Health and Safety Manager or to their supervisor at the client location where they are working.

Whenever possible, Modular Solutions shall conduct an investigation of the hazard with the client or our branch (whichever is applicable). Modular Solutions shall attempt to ensure that every reasonable precaution is taken for the protection of the worker while at the client's location.

In the event that employees feel that they cannot continue to perform their regular duties without chance of injury, they are required to immediately report the problem to their supervisor. If for any reason the supervisor does not rectify the problem they are required to immediately contact the branch office.

The branch office shall attempt to resolve the issue with the client and will call the Modular Solutions Health and Safety Manager for further direction.

Thank you for your commitment to a safe and healthy environment for all employees.

## Hazard Reporting Procedures

Modular Solutions' employees travel to client locations to deliver and install custom office furniture. They report to an on-site supervisor. Management staff work at the head office, which is located in Montreal.

### READ

Read Modular Solutions' "Hazard Reporting Procedures" and respond to the questions below:

1. What type of injuries might installers face in their work?

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2. What type of personal protective equipment (PPE) might installers use?

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3. What is meant by the term "reasonable precautions" in paragraph 3?

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a) Who is responsible for taking reasonable precautions?

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## Hazard Reporting Procedures

4. Luis is an installer with Modular Solutions. He hurt his back lifting a desk at work. When he reported the problem to his supervisor, his supervisor told him they needed to finish the installation that week and to keep working.

In your opinion, what should Luis do? Explain your reasons.

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### **DISCUSS**

Compare Modular Solutions' hazard reporting procedures to Dolmin Steel's procedures. Document (5.05). Generate a list comparing the two sets of procedures by writing down what is the same about the two and what is different.

SAME	DIFFERENT