



Reporting Workplace Hazards

Reason for Talk

Reporting workplace hazards is crucial in ensuring a safe work environment for all employee-partners.

Main Discussion Point

Ensuring a safer environment is everyone's responsibility, and it starts with identifying and reporting potential risks. Early reporting can prevent accidents, injuries and even fatalities.

Discussion Questions

1. What should you do if you find workplace hazards?
2. Why is it important to report workplace hazards?
3. How should you report a workplace hazard?
4. Are there any hazards that anyone wants to report right now?

What is a Hazard?

A hazard is anything that has the potential to cause harm. Some examples include:

- **Physical Hazards:** Slippery floors, exposed machinery, or improperly stored materials.
- **Chemical Hazards:** Spills, leaks, or exposure to harmful substances.
- **Ergonomic Hazards:** Poorly designed workstations that lead to strains or sprains.



Why is Reporting Important?

- **Prevents Injuries:** The sooner a hazard is reported, the sooner it can be addressed, which can reduce the risk of accidents.
- **Legal Compliance:** Many safety regulations require the reporting of hazards. Failure to report can result in fines or penalties.
- **Workplace Morale:** A culture of safety makes employee-partners feel valued and respected.
- **Cost Savings:** Preventing accidents and injuries helps to avoid costly medical bills, insurance claims, and lost productivity.



How to Report Hazards

- **Immediate Action:** If you notice a hazard, report it immediately to your supervisor. Don't wait for someone else to do it.
- **Speak Up:** If you're unsure who to report to, talk to your supervisor or manager. They'll guide you on how to report it.
- **Be Specific:** When reporting, give clear, concise details. Describe the nature of the hazard, where it is, and if you think it poses a risk.



Conclusion

Reporting hazards isn't just about compliance—it's about protecting ourselves, or coworkers, and our families. Safety should always come first. If you see something that could be dangerous, speak up immediately. Your vigilance could prevent an accident and save a life.



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Facilitator Tip Sheet

1. Engage Employees

- a. Lead Employees – Do not Read to Employees
- b. Make Eye Contact
- c. Be in close proximity of your audience (Ex: Huddle)
- d. Eliminate any distractions (Ex: Noise, other communications)
- e. Position the group around you, but not behind you
- f. Project your voice, in order for the furthest person to hear you
- g. Use Props and Visual Aids when possible
- h. Rotate employees or other leaders to conduct meeting. This will help promote ownership in Safety

2. Ask open ended questions

- a. Ask – Don't tell. Never tell them something, that they can tell you.
- b. The more information employees can tell you, the more they take ownership of that information.
- c. Don't ask questions that can have a yes or no or short response reply.
**Example of Closed Ended Question – "Is everyone going to work safely today?"*
**Example of Open Ended Question – "John, you are working in the press department, what are you going to do today to work safely?"*

3. Verify that employees comprehend and retain the information

- a. Verify they are listening to you and not just hearing you? They must be engaged by the speaker to be really listening to what is being said. Give them reason to listen by relating to them.
**Example: "John, who do you have at home relying on you to return safely from work?"*
- b. Ask, Show and Do (Ask the right questions, show a visual aid, do a hands-on demonstration with a volunteer(s).
- c. Providing hands on engagement leads to the information being driven into the long term memory.
- d. Get feedback of understanding and comprehension. Ask an open ended question.
**Example: "John, can you quickly summarize what we talked about today?"*

Communicate



Engage



Seek
Feedback



Improve