

Manitoulin-Sudbury District Services Board POLICY & PROCEDURES MANUAL	
Section: G. Emergency Medical Services	Effective Date: January 1, 2010
Topic: 8. Hazard Management Program	Replaces: New
Subject: 2.3. Hazard Reporting Procedure	
Policy No. G.8.2.3.	Page 1 of 3

PURPOSE

To ensure that all employees of the Manitoulin-Sudbury DSB EMS Department are informed of the proper procedure for reporting Hazards as part of the hazard management program.

APPLICATION

Paramedics, EMA's, Joint Health & Safety Committee, Management

PROCEDURE

When a Hazard to Health & Safety is discovered every employee is to report it on the Manitoulin-Sudbury DSB EMS Employee H&S Form under the following guidelines:

1. The responsibility of the employee completing this form is to complete part 1 which details the current issue. A specific description of the issue is required with an accompanying recommended solution to the problem.
2. Once Part 1 is complete, this document is to be emailed to your Field Manager with a copy sent to ems_jhsc@msdsb.net. A copy is also to be posted on the stations H&S Bulletin Board notifying others, who may also see this issue, that it is being reviewed.
3. Your concern will be evaluated by your Field Manager. They may contact you to obtain more information and they may personally assess the area of concern.
4. Your Field Manager may then agree, disagree, or refer the issue to the JHSC to review at a future meeting.
5. Your Field Manager will also assess the classification of the issue as Minor, Moderate or Severe.
6. The form will then be emailed from the Field Manager to the JHSC Employee Representative for review with a copy being sent to the entire JHSC.
7. The JHSC Employee Representative, while receiving immediate notification upon the first email, will now have all of the information available to make a final decision on the issue.

This whole process relies on the employee encountering the issue to report it in the proper fashion. To ensure the success of this initiative it is essential that employees understand that Health & Safety is every person's responsibility and that compliance with this program is in each person's best interest.

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Conseil des Services du District de
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District Services Board

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Manitoulin-Sudbury EMS Employee H&S Reporting Form

PART 1 - TO BE COMPLETED BY THE EMPLOYEE AND EMAILED TO ems_jhsc@msdsb.net & YOUR FIELD MANAGER

Date: _____ Employee Name: _____
Station: _____ H&S Issue: Building
 Vehicle
 Other: describe below

Specific description of the Health & Safety Concern:

Recommended Solution:

PART 2 - RECOMMENDATION REQUIRED BY FIELD MANAGER OR DESIGNATE (within 21 working days)

Date: _____ Manager Name: _____
Issue: Agree Disagree JHSC Meeting Pending
Classification: Minor Moderate Severe

Corrective Action Taken/Comments:

PART 3 - TO BE COMPLETED BY THE JHSC EMPLOYEE REPRESENTATIVE

Date: _____ JHSC Rep Name: _____
Corrective Action Satisfactory: Agree Disagree More Action Required
(as listed below)

Comments:

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REFERENCE

- H&S Memorandum 2009-01
- Manitoulin-Sudbury DSB EMS Employee H&S Reporting form