



## Hazard Reporting Policy

### INTRODUCTION

We recognise that staff have an invaluable monitoring role within the workplace in helping to identify hazards (see [Hazard Reporting and Recording Guidance](#)) before they cause an injury or accident. In addition, staff also have a legal duty to report conditions that might cause harm.

#### It is our policy to:

- ✦ Have an effective system for the reporting of hazards found by staff in their workplace.
- ✦ Ensure all reported hazards are dealt with expediently and efficiently.
- ✦ Check that action has been taken following receipt of a hazard report.
- ✦ Train staff to verbally report the following circumstances immediately:
  - ✦ Discovery of a fire
  - ✦ Ineffective, defective or missing guards
  - ✦ Damaged or ineffective personal protective equipment or clothing
  - ✦ Faulty equipment that cannot be operated safely
  - ✦ Insufficient training or information to carry out your work safely
  - ✦ Insufficient information on the use and handling of a hazardous substance
  - ✦ Spillage of a hazardous substance
  - ✦ Potential incident or dangerous occurrence
- ✦ Complete [checklists](#) for hazard spotting at prescribed intervals.

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