



## EMPLOYEE PARTICIPATION

Employees must immediately report all incidents that injure personnel or damage property. Employees must also report near misses, and suspected or potential hazards to the Company's attention, starting with their immediate Supervisor. Employees must document the near miss or hazard and Supervisors must investigate. Take pictures when possible and complete a Safety Concern Form.

Supervisor and employee should discuss and verify the significance or urgency of the hazard in question. After evaluating the root cause of the near miss or potential hazard a remedy must be put into place to prevent and control the hazard. Employees are actively involved in making changes to the work environment to make it safe and are involved in the whole process of correcting hazards and preventing future near misses.

Reported and documented near misses or potential hazards, whether abated or not, must be reported to the Safety Manager.

### REPORTING

When reporting a near miss or potential hazard:

1. Identify all aspects of - Who, what, where, when and how the incident occurred on the Safety Concern Form. Take pictures where possible.
2. Document potential root causes – Why did the near miss occur? What is the potential hazardous event that could result if no action is taken?
3. Collaborate – Supervisor and Employee should discuss what actions will be taken.
4. Assign tasks/purchase supplies or tools - to mitigate hazard and prevent occurrence.

The Safety Manager can assist in seeking additional employee and branch manager input, research industry best practices, and perform an on-site job hazard analysis where needed.

Employees making safety suggestion and reporting near misses and concern will receive a prompt response.