



Hamilton

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## CITY OF HAMILTON - CORPORATE SAFETY PROCEDURE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION      Procedure # COH-RQ-WI-004  
DATE: January 10, 2002      APPROVED BY: Corporate Management Team

### REPORTING HAZARDOUS CONDITIONS - RESOLUTION MECHANISM

#### I. PURPOSE:

To identify the steps to be taken for reporting hazardous conditions that may arise in the workplace.

#### II. SCOPE AND RESPONSIBILITY:

This procedure applies to all City of Hamilton workers and work locations.

#### Corporate Workplace Safety Section:

Provide information and assistance regarding available regulations and acceptable Industrial safety practices to allow line departments to initiate and maintain proper procedures, thereby ensuring worker health and safety and compliance with applicable legislation.

#### Departments:

1. All workers are responsible for reporting to their supervisor any hazardous conditions that may exist in the workplace, of which they are aware.
2. The workplace supervisor is responsible for responding to the worker's concern and ensuring that the hazardous condition is resolved and the workers are protected.

#### III. PROCEDURE:

##### A. General:

1. A worker shall report to his/her supervisor:
  - (a) The absence of, or defect in any equipment or protective device of which he/she is aware and which may endanger himself or another worker
  - (b) Any contravention of the Occupational Health and Safety Act or the regulations, or City of Hamilton Health & Safety Policies, Procedures and Guidelines.
  - (c) The existence of any hazard which he/she is aware.

2. The supervisor will attempt to resolve the concern, as soon as possible, and keep the involved worker apprised of the status of the concern. The supervisor shall document, in writing the attempts made to resolve the concern.
3. If the supervisor is unable to resolve the concern, he/she shall bring it to the attention of his/her Manager.
4. If the worker's concern is not satisfactorily resolved after a reasonable period of time (not to exceed 5 working days), the worker is encouraged to bring the concern to the attention of a member of the department's JHSC ([Joint Health and Safety Committee](#)).
5. The worker will be asked to document the concern, in writing, outlining the facts and the information requested.
6. All concerns are to be thoroughly investigated with factual information pertaining to the concern freely exchanged between the parties involved in the investigation.
7. The Joint Health & Safety Committee member and the worker's supervisor are responsible for ensuring the worker is informed of the progress or resolution of the concern.
8. Concerns not addressed to the satisfaction of the parties involved are to be placed on the agenda for the next regularly scheduled meeting, or if necessary a special meeting convened by the Joint Health & Safety Committee Co-chairpersons.
9. This procedure does not preclude the worker from exercising his/her right to refuse to work, as defined under both the Occupational Health and Safety Act and the [Corporate WORK REFUSAL procedure \(COH-RQ-WI-023\)](#).

**NOTE:**

Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations and procedures. Disciplinary action, where necessary, will be dictated by the City of Hamilton Disciplinary Procedure and will be based on the merits of the specific case.

Prior to disciplinary measures being taken, Supervision is advised to consult with Labour Relations.