UNIVERSITY SAFETY OFFICE

SUBJECT: Hazard Reporting

I. PURPOSE

The purpose of this procedure is to establish guidelines for reporting workplace hazards.

II. SCOPE

This procedure applies to all SHSU employees and students. This procedure addresses only hazards that do not pose a serious risk. Serious risk hazards should be reported directly to the Safety Coordinator or SHSU Public Safety Services (UPD).

III. DEFINITIONS

Hazard - any condition that has the potential to cause injury or damage to people, property, the environment, or the community in which SHSU operates.

Serious Risk Hazard – a hazard that is capable of causing death, disability, fire or explosion, or a chemical spill / release exceeding the reportable quantity.

IV. HAZARD RECOGNITION

Recognizing a hazard is the first step in eliminating hazards. Hazards are present in a wide variety of conditions, activities and situations. Recognizing them requires constant awareness. There are jobs, tasks and areas that warrant an increase in awareness because of the likelihood that a hazard is present. Examples include:

- Jobs where there have been repeated incidents, including near misses
- Jobs that are new, involve new functions or have undergone substantial change in responsibilities or duties
- Jobs that involve new employees or those with little experience
- Areas where construction is present

V. SHSU MANAGEMENT RESPONSIBILITIES

SHSU management is responsible for ensuring:

- Hazards reported are documented
- Corrective actions are established to eliminate or minimize hazards
- The corrective actions are assigned to designated employees
- The corrective actions are completed
- The Hazard Reporting form is completed
- The corrective actions are communicated to the reporting employee and applicable work groups
VI. SHSU EMPLOYEE RESPONSIBILITIES

Employees are required to:

- Report all potential hazards to their supervisor
- Mitigate the hazard to the best of their ability
- Initiate a Hazard Reporting Form and complete the areas assigned on the form

Hazards observed may be reported verbally prior to completing the Hazard Reporting Form.

VII. STEPS FOR REPORTING A HAZARD

The following steps shall be taken when an employee recognizes a hazard:

- Control the hazard and prevent others from being exposed.
- Complete the gray areas on the Hazard Reporting form
- Provide a detailed description of the hazard, the location of the hazard, and provide recommended solution(s) on the form.
- Submit the Hazard Report form to the employee’s immediate supervisor with applicable sections completed.

VIII. CORRECTIVE ACTION

- The supervisor shall evaluate the hazard and the potential impact on the workplace.
- The supervisor shall initiate the process to mitigate the hazard including any work orders needed to complete the work and/or consult with other work groups or the Safety Coordinator to ensure the hazard is eliminated or reduced.
- The supervisor shall complete the Hazard Report form to document how and when the hazard was eliminated.
- A copy of the completed Hazard Reporting form shall be given to the employee who reported the hazard and the Safety Coordinator.
- The hazard and the corrective action taken to remove the hazard should be discussed in all applicable work group safety meeting(s).
# SHSU HAZARD REPORTING FORM

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Date:</th>
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<tr>
<td>Supervisor/Manager:</td>
<td>Department:</td>
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## GRAY AREAS TO BE COMPLETED BY EMPLOYEE

**Location of Hazard:**

**Description of Hazard:**

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<th>Recommendation for correction:</th>
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## WHITE AREAS TO BE COMPLETED BY SUPERVISOR

**Description of how hazard was eliminated or reduced:**

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**Approved Signature:** _________________________________  **Date:** ___/___/_____

**Copies to:** Supervisor, Reporting Employee, Safety Coordinator, Other:__________________________