



FACT SHEET

Reporting Hazards, Concerns and Incidents

Management and Staff can use this fact sheet as a guide Policy CH15-022 Workplace Staff Hazards and Incidents – Reporting, Investigation and Documentation

Health and safety hazards, concerns or incidents should be reported immediately to your supervisor or manager. In fact, health and safety legislation requires all employees to report hazards, concerns and incidents.

This reporting process allows employees to report hazardous conditions or practices and incidents as they notice them. This process allows for prompt reporting and subsequent corrective action.

It is important for all staff to notify their immediate supervisor or manager and call SAFE (902-473-SAFE) to report all workplace hazards and incidents that could cause or has caused harm to individuals or damage to property, equipment, materials or the environment.

What to Report:

- Injuries/illnesses – An incident that resulted in injury/illness or property damage. (Including needle sticks and exposure to bodily fluids)
- Near Miss - Incidents that could have resulted in injury/illness or damage
- Safety hazards or concerns – any act or condition that could lead to injury, illness, property or environmental damage
- Abusive Behavior – verbal, physical, bullying or harassment against a staff member by patients or their family members, visitors, trespassers and staff. This includes personal relationships of staff members.
- Work environment concerns – air quality, chemical or controlled products, radiation, heat/cold, mold/fungus, asbestos, noise, lighting, etc.

How to report:

1. Seek first aid or medical assistance, if necessary.
2. Tell your immediate supervisor or manager in your department, so they can investigate and implement prevention measures.
3. Document by contacting SAFE (473-7233) within 24 hours (if medical status prevents immediate notification to SAFE, do so as soon as possible)

In the event of an emergency:

- Dial the emergency number for your facility
 - QEII, DGH, NSH, CCHC 902-473-3333
 - All other facilities contact the emergency number for your facility
- State, clearly, the type of emergency voice code or emergency you are reporting
- State, simply, the location, including the building name, floor, area or room number as appropriate
- Be prepared to give your name and the number you are calling from

This will initiate the appropriate internal and external responders, as well as notify, all required personnel of the emergency.

If reporting an emergency to 9-1-1, please also notify security (if present) at your facility. In all cases, as soon as safe and practical, notify your manager, and the SAFE line if required.