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|  CITY OF TUCSON | City of Tucson Central Safety Services Number: S-002 Subject: | Page 1 of 4 |
| | Report of a Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion | Effective Date: October 1, 1997 |
| | | Reviewed/ Revised: 1 January 2013 |

1.0 PURPOSE

This procedure has been established to provide employees with a method of reporting a Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion in the workplace. An employee's ability to report a Hazard or Unsafe Condition is one of the foundation precepts of the OSH Act.

2.0 SCOPE

This procedure will apply to all employees within the City of Tucson that observe a Hazard or Unsafe Condition and Near Miss and want to document the observation by filing a report, or who want to communicate a Safety Concern or Safety Suggestion. It describes the steps that departments, administrators, supervisors, employees and Central Safety Services will perform to comply with this procedure.

The policies and procedures contained in this section are intended to assist in identifying and complying with OSHA Safety Standards. [Employee's Report of Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion](#) is referenced throughout this document.

Departments may create and utilize a similar form for use within their own divisions. After addressing and/or correcting the issue detailed in the department form, the department shall forward a copy of the form to Central Safety Services (CSS) for inclusion in a master file. The master file shall assist CSS in responding to complaints from Union officials and/or the Arizona Department of Occupational Safety and Health (ADOSH).

3.0 DEFINITIONS

Concern: An employees understanding of a work practice or policy, or the observation of a potential hazard that may result in employee injury.

Hazard: A recognized deficiency in the workplace or work process that will cause or may cause physical harm to an employee.

Near Miss: An event, which under slightly different circumstances, could have resulted, which causes harm (injury or ill health) to people, damage to property, or loss in productivity.

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Suggestion: An employee's documented idea or concept to modify or correct a Hazard, Unsafe Condition or Concern.

Unsafe Condition: Circumstances or events that may contribute to a Hazard such as mechanical or environmental factors, poor equipment maintenance, lack of supervision, incomplete/non-existent work procedures or lack of employee training for the potential hazards.

4.0 RESPONSIBILITIES

A. Department/Division Managers

The department or division will communicate to each affected employee that a policy for reporting a Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion can be accomplished by following the direction outlined in this procedure.

Administrators shall detail corrective action, sign and date the Form for file with Central Safety Services (CSS).

After corrective action is taken by the department, the department shall communicate the action back to the employee. In cases where a report is filed anonymously, the department will communicate corrective action by posting notice to all affected employees.

B. Supervisor

Supervisors shall make readily available to all employees, CSS Form – [Employee's Report of Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion](#) and shall review each hazard documented on the Form, signifying review by signature and date.

C. Safety Personnel

Department Risk Management Specialists, Safety Specialists or Safety Representatives shall make readily available to all employees, CSS Form – [Employee's Report of Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion](#) and shall review each hazard documented on the Form, signifying review by signature and date.

D. Employees

Employees shall immediately report all Hazards, Conditions that are imminently dangerous to life and health to their supervisor.

The [Employee's Report of a Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion](#) can be utilized to document reporting a Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion by name or anonymously.

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E. Central Safety Services

Central Safety Services, in cooperation with all affected departments/divisions within the City of Tucson, shall review each documented Report and shall ensure that each Report is reviewed and that each [Report of Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion](#) is addressed and corrected, when warranted.

5.0 EDUCATION AND TRAINING

Central Safety Services shall provide awareness training for all affected employees in the use and documentation of the [Employee's Report of Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion](#).

6.0 GENERAL

Employees shall communicate Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion directly to supervision. Employees may document the communication to supervision by completing the [Employee's Report of Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion](#). The Report is available in NCR paper from Supervision or Safety Officers. The Report is available electronically for download/print or capture/email at the following link: [Employee's Report of Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion](#). Instructions for completing the Report are as follows:

A. Information

The employee will complete the background information box;

- Department
- Division
- Location of the Hazard/Condition
- Date of Report

Check the "Condition" box summarizing the contents of the report.

B. Employee Identification

Employees shall have the option of completing this information, or filing an anonymous report. Employees that want direct tracking of the report to verify correction of a hazard or consideration of a suggestion should provide their name and employee identification number.

C. Hazard/Condition Description

Employees shall complete this section, detailing the Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion.

For electronic reporting, the employee shall forward the completed report to Central Safety Services, their direct Supervisor, and Safety Officer or Safety Representative.

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For paper reporting, the employee shall tear off the white copy of the NCR form and forward to Central Safety Services through interoffice mail. The employee shall retain the goldenrod copy for their records. The canary and pink copies shall be forwarded to the employee's direct supervisor.

D. Department Response

Departments shall investigate each Report within thirty (30) days. Corrective action, if warranted, shall be detailed and dated, with concurrence from a Department Administrator and Safety Officer or Safety Representative. If Employee information is provided, the Department shall communicate the corrective action to their employee. For an anonymous report, the Department shall communicate corrective action to all affected employees.

7.0 ADVICE AND COUNCIL

Central Safety Services shall annually review and revise this document and the form – [Employee's Report of Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion](#), included as Appendix A of this procedure.

Click here to access the – [Employee's Report of Hazard, Unsafe Condition, Near Miss, Safety Concern or Safety Suggestion](#)