

Trueblue Nurses Hazard Reporting Policy and Procedure

Purpose:

To comply with statutes, regulations and quality standards

Policy introduction:

We recognise that staff have an invaluable monitoring role within the workplace in helping to identify hazards before they cause an injury or accident. In addition staff members also have a legal duty to report conditions that might cause harm.

It is our policy to:

Have an effective system for the reporting of hazards found by staff in their workplace

Ensure all reported hazards are dealt with expediently and efficiently

Check that action has been taken following receipt of a hazard report

Train staff to verbally report the following circumstances immediately:

- Discovery of a fire

- Ineffective, defective or missing guards

- Damaged or ineffective personal protective equipment or clothing

- Faulty equipment that can not be operated safely

- Insufficient training or information to carry out your work safely

- Insufficient information on the use and handling of a hazardous substance

- Spillage of a hazardous substance

- Potential incident or dangerous occurrence

- Complete check-lists for hazard spotting at prescribed intervals

Procedure:

Hazard Record forms will be located in prominent positions ie. in Clients home file

Inform employees of the Hazard Records locations and how to complete them

Employee identifies hazard

- Employee contacts Registered Manager immediately and employee completes form

- Registered Manager decides on action to take

- Trueblue Nurses monitors reports and actions

Updated September 2013