

## **Safety and Maintenance Concerns**

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**Purpose** *As part of ASC's overall risk management, it can help prevent accidents and injuries from occurring if there are processes to report any safety concerns, near misses or maintenance issues.*

**Policy Statement** *As part of working safely, employees have an obligation to report any unsafe work condition, near miss or maintenance issue.*

*Further, employees have an obligation to take any immediate and safe necessary steps to reduce the potential hazard.*

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## **Safety and Maintenance Concerns**

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1. Upon noticing an unsafe work condition, maintenance issue, or experiencing a near miss for potential injury that could immediately pose risk to others in the area, the employee will alert others as to any immediate dangers and notify area supervisor as soon as possible.
2. Employees in the work area where applicable, and it is possible and safe to do so are to take immediate steps to eliminate, minimize or avoid the unsafe condition until further follow up is able to occur.
3. Documentation of concerns, and any follow up are completed using the “Safety and Maintenance Concern Form”.
4. The “Safety and Maintenance Concern Form” is forwarded through the area supervisor to the ASC authorized person for follow up. If there are any concerns with employee confidentiality the form may be forwarded directly to the area Program Director for handling and follow up.
5. Where required, the ASC authorized person will make an on-site inspection to ensure that all safety precautions have been taken, and to gather further information on required follow up.
6. Applicable required follow up is completed by the ASC authorized person.
7. All documentation is filed securely to ensure confidentiality. If future access for a general review is required, employee personal and confidential information will be removed.
8. Employees making reports of safety, maintenance or near miss concerns can be assured of confidential treatment of personal information in reports, and can be free of fear from reprisal.

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