



COUNTY OF NORTHERN LIGHTS

POLICY

HAZARD REPORTING

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 2

TYPES OF HAZARDS THAT ARE REPORTABLE

Any circumstance that poses the risk of an incident or injury.

HOW TO REPORT HAZARDS

Employees are to use the **HAZARD REPORT FORM**, an example of which is located on the following page.

RESPONSIBILITIES

Management is responsible for investigating Hazards.

Both Management and Employees are responsible for Reporting Hazards.

All personnel will continuously be on the look out for Hazards and if practical, will take steps to immediately control any Hazards found.

If a perceived Hazard presents immediate danger to personnel, all work is to cease immediately and is not to recommence until the Hazard has been removed or controlled, or the appropriate Personal Protective Equipment has been donned by affected personnel.

Chief Elected Official

Chief Administrative Officer



TOTAL PAGES: 2