

Safety Note #204

## Reporting Safety Hazards



California Code of Regulations, Title 8, Section 3203, Injury and Illness Prevention Program, requires employers to identify, evaluate, and correct work place hazards. One way that hazards may be identified is by employees reporting a hazardous condition or potential hazard to the employer. UC ANR encourages employees to report hazards that they observe in the workplace. In most cases, these reports should be made directly to the employee's supervisor or manager. The employee may

also make a report to their location's Safety Coordinator or to UC ANR Risk & Safety Services. Employees may also use a Hazard Alert form (<https://ucanr.edu/sites/safety/files/2853.pdf>) or the [Ask EHS Survey](#) to report workplace hazards.

If an employee observes a condition that is likely to pose an imminent danger to persons, equipment, or the environment, they are authorized to initiate a "stop work."

Follow these steps if a Stop Work order is deemed necessary:

1. Stop – As soon as it is safe to do so, stop the hazardous activity. This may require getting the attention of an equipment operator, or safely de-energizing equipment, etc.
2. Notify – Inform affected personnel and supervisor(s) of the hazardous condition and the need to stop work. Provide a clear explanation of the reason why work needs to stop until the condition can be corrected. Post signs or send notice to other employees to inform them of the hazardous condition.
3. Assess – Discuss the situation with affected personnel and managers and consider corrective actions.
4. Correct – Implement corrective actions. The effectiveness of the correction must be assessed by someone who is knowledgeable about the procedure or correction to verify that the hazardous condition has been resolved.
5. Resume – When the hazard has been corrected, the activity may resume or the work area re-opened. All affected personnel must be notified of what corrective actions were implemented and that work may resume.
6. Monitor – The supervisor should check back to ensure that the correction is effective and no new hazards have been identified.

At any point during the stop work process employees or supervisors may consult with safety specialists at UC ANR [Risk & Safety Services](#) for additional assessment.

Examples of the types of conditions that could result in a stop work include extremely dangerous situations such as an explosion hazard or unprotected falling hazards, as well as more common conditions such as tripping hazards, inadequate training, or lack of proper personal protective equipment (PPE).

Employees who initiate a stop work due to a genuine perception of a hazardous condition will have their concerns fairly considered and not experience any retaliation or negative consequences as a result of the stop work.