

DECLARATION FORM

EMPLOYER AND EMPLOYEE DUTIES

PURPOSE

Cite Up is committed to keeping everyone safe at work. We want to prevent accidents by sharing safety information and reporting incidents promptly.

EMPLOYER AND EMPLOYEE DUTIES

Under the Occupational Safety and Health Act (OSH Act), employers are obligated to ensure the safety, health, and welfare of all employees to the extent reasonably practicable.

EMPLOYER DUTIES

Section 6 of the Act provides a general statutory duty on every employer to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all its employees. Employers should establish “due diligence procedures”, that is, a system that provides for the taking of reasonable steps to ensure that the duties provided by OSHA are executed.

EMPLOYEE DUTIES

As required by Section (10) of the OSH Act, employees have the following responsibilities:

- Taking reasonable care for their own safety and the safety of others affected by their actions.
- Cooperating with employers to fulfill the employer’s duties under the OSH Act.
- Reporting any violations of the Act or regulations.
- Properly using of personal protective equipment.
- Using safety equipment correctly.
- Exercising discretion responsibly, when exercising their right to refuse to do unsafe work.
- Avoiding intoxication (alcohol and drugs) that may endanger safety, health, or welfare at work.

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INCIDENT AND ACCIDENT REPORTING

ALL INCIDENTS MUST BE REPORTED IMMEDIATELY - Remember, reporting accidents promptly and accurately helps ensure appropriate actions are taken to prevent similar incidents in the future.

Near misses

Near misses are incidents where something went wrong but did not cause injury or damage to property. For example, nearly spilling a chemical but stopping in time.

Accidents

Accidents are events where something goes wrong and causes injury or property damage. Unlike near misses, accidents result in actual damage or injury. For example, falling off a ladder and getting hurt.

PREVENTING INCIDENTS

Hazard Identification Form – Form No. CUL/HIF/24

This form is utilized to report potential hazards in the workplace, aiming to prevent incidents or accidents. Immediately report hazards to your supervisor and fill out the form.

REPORTING INCIDENTS

Employee Incident Report – Form No. CUL/EIR/24

This form is used to report all near misses and accidents:

1. **Notify Immediately:** Inform your supervisor or relevant authority about the incident as soon as it happens.
2. **Be available** for any follow-up questions or additional information that may be required by the investigation team.
3. **The supervisor will:**
 - i. **Get the Form:** Obtain the Accident Report Form (e.g., Form No. CUL/AIF/24) designated for reporting accidents.
 - ii. **Document Details:** Fill out the form thoroughly, providing all necessary details about the accident, including date, time, location, and injuries sustained.
 - iii. **Attach Evidence:** If possible, attach any relevant photos or videos of the accident scene and resulting injuries to the form.

