

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Reporting Hazards
Effective: June 1, 2005
Reviewed: March 2005, December 2012
Revision: 2
Pages: 1

I. PURPOSE:

To provide guidelines for reporting hazards.

II. GUIDELINE:

All employees have a responsibility to immediately report hazardous conditions to LCEMS Command Staff. Employees are required to report conditions and situations that may cause danger to patients, employees and / or the public. Further, employees are encouraged and supported to provide suggestions on how to improve overall safety. This policy does not replace and is not a substitute for other policies that require mandatory reporting.

III. PROCEDURE:

- Employees will provide written documentation of the hazardous condition to the on duty Shift Supervisor. The employee should also make verbal contact with the on duty Shift Supervisor, who can then determine the immediate nature of the condition and corrective action necessary.
- An employee may provide safety suggestions anonymously by placing the written documentation of the concern in the suggestion box located in logistics. Reports of hazardous conditions and situations that are an immediate threat to patients, employees and / or the public will not be made in this manner.