

JDL Data Centers Job Aid

Hazard Identification & Incident Reporting

Audience: Frontline technicians and supervisors

Purpose: Clear, actionable guidance for **identifying hazards** and **reporting incidents** to prevent injuries, equipment damage, and operational disruptions.

1. Hazard Identification:

A **hazard** is any condition or activity that could cause injury, equipment damage, environmental impact, or service disruption.

Common Hazard Types

- **Electrical:** Exposed conductors, improper lockout/tagout (LOTO), energized equipment
- **Mechanical:** Moving parts, lifting risks, unsecured equipment
- **Environmental:** Excessive heat, noise, poor airflow
- **Housekeeping:** Blocked aisles, cable congestion, spills
- **Access-related:** Unauthorized entry into restricted areas

What to Watch For

- Unusual sounds, smells, or temperature changes
- Equipment alarms or abnormal readings
- Damaged tools, cords, or PPE
- Work occurring outside approved procedures and areas

Note: If something appears unsafe, pause work and assess before continuing.

2. Hazard Reporting Process

Step 1: Take Immediate Action

- Stop working if necessary
- Secure the area if safe to do so
- Protect yourself and others

Step 2: Notify Supervision

- Inform your supervisor as soon as possible
- Share location, equipment involved, and observed risk

Step 3: Document the Hazard

- Log the hazard using the designated reporting system; see your supervisor for details
- Include clear descriptions and photos if available

Step 4: Follow Up

- Supervisors must review and assign corrective actions for all reports
- Management may contact employees for clarification of report details

3. Incident Identification:

An **incident** is an unplanned event that results in, or could have resulted in:

- Injury or illness
- Equipment damage
- Fire, electrical fault, or system failure
- Operational disruption

Report all near-misses — they help prevent future incidents.

4. Incident Reporting Process

Step 1: Immediate Response

- Stop work and secure the area
- Remove personnel from danger
- Provide first aid or emergency response, if required

Step 2: Notify Your Supervisor

- Contact your supervisor immediately
- Escalate to emergency services, if necessary

Step 3: Document the Incident

- Complete an incident report within required timelines, see your supervisor for report location
- Record facts only: what happened, where, and when

Step 4: Investigation & Follow-Up

- Supervisors are to coordinate investigations and corrective actions
 - Supervisors are to share lessons learned for future prevention of hazards
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5. Supervisor Responsibilities

- Ensure timely reporting and documentation
 - Initiate corrective actions
 - Reinforce safe behaviors
 - Communicate lessons learned to teams
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Key Reminders

- JDL Data Centers strongly encourages and supports reporting of all hazards in the workplace
- Early reporting prevents injuries and service downtime
- Safety and operational reliability are inseparable
- **If you see something, say something, and when in doubt — report it!**