## WORKPLACE HAZARD PREVENTION

[Organization Name] is committed to identifying, assessing, and removing or controlling any hazards it can to safeguard the health and safety of all its employees. [Organization Name] will take appropriate action on any recommendations put forward by the (Insert which: health and safety representative, committee, or policy committee) to control or eliminate any known hazards. In addition to those recommendations, [Organization Name] will proactively identify hazards whenever possible to prevent them from becoming a danger to employees or to visitors to the workplace.

This policy is based on the health and safety regulations of the *Alberta Employment Standards Code.*

DEFINITIONS

A “hazard” is any practice, behaviour, substance, condition, or combination of these that can cause injury or illness to people, or damage to property.

“Musculoskeletal disorders” are a group of painful disorders of muscles, tendons, and nerves.

Hierarchy of controls:

1. Elimination or substitution;
2. Engineering controls (including substitution, isolation, or ventilation);
3. Administrative controls (including changes in job schedules or maintenance practices); and
4. Personal protective equipment (PPE).

The prevention process:

1. The implementation plans
2. The hazard identification and assessment methodology
3. Hazard identification and assessment
4. Preventive measures
5. Employee education
6. Program evaluation

POLICY

To ensure the safety and wellbeing of its employees, [Organization Name] has created this hazard prevention policy. [Organization Name] will use this policy to create its own hazard prevention program. The program will be specific for the workplace, specifically the number of employees and the nature of the work performed by the organization.

[Organization Name] will ensure that its workplace is assessed for any of the following hazards. In the event a hazard is identified that could cause injury to an employee, [Organization Name] will ensure to either eliminate the hazard at its source or identify another way to perform the work that would not result in injury. In the event the hazard cannot be corrected or removed, the appropriate personal protective equipment (PPE) will be provided by [Organization Name].

Hazards Related to the Safe Occupancy of the Workplace

The following hazards that could present themselves in the workplace will be a part of [Organization Name]’s prevention program:

* Fire hazards
* Explosion hazards
* Risk of damage to a boiler or pressure vessel that could result in a fire or the rupture of the boiler or pressure vessel
* Risk of damage to an elevating device which could mean it was inoperable or caused the free fall of an elevating device
* Confined spaces
* All other hazards that may require implementation of rescue, revival, or other similar emergency procedures

Possible Hazard Health Effects

If any hazards at [Organization Name] could result in any of the following adverse health effects, they shall be controlled as per the hierarchy of controls. These health effects could include:

* Disease
* Bodily injury
* Change in the way the body functions, grows, or develops
* Effects on a developing fetus
* Inheritable genetic effects
* Decrease in lifespan
* Change in mental condition
* Effects on a person’s ability to accommodate additional stress

Workplace Hazards

During the process of identifying the hazards that could pose a risk at [Organization Name], the following will be consulted (this list is not exhaustive):

* Hazard occurrence investigation reports
* First aid records and minor injury reports
* Results of workplace inspections
* Workplace health protection programs
* Government orders, records, or tests
* Records of hazardous substances

The following list represents hazards that may exist at [Organization Name]. In the event one of these hazards is present and poses a risk, [Organization Name] will work towards its elimination as is feasible in the workplace, following the steps of the hierarchy of controls.

Note that this list is not exhaustive of every hazard that could be present; [Organization Name] will reassess the workplace for additional hazards following a schedule of every (Insert timeline, e.g., quarterly, monthly).

Biological Hazards

Biological hazards could involve any of the following:

* Bacteria
* Viruses
* Insects
* Plants
* Birds
* Animals
* Humans
* Mould

As any of these biological hazards may result in negative health effects, including allergies and skin irritation, [Organization Name] will ensure to control any of these biological hazards at the source and provide PPE when it is not possible to eliminate the hazard through the hierarchy of controls.

**COVID-19**

During the COVID-19 pandemic, [Organization Name] will carefully monitor and follow the government and public health authorities to mitigate risks to our employees. We will assess the workplace to identify places where the risk of transmission is introduced and communicate the system we have in place to control the risk to our employees. Employees will be expected to follow all guidelines set out to prevent the spread of COVID-19 such as self-screening, hand washing, staying at least two metres apart, wearing masks, and working at home.

Ergonomic Hazards

The assessment of ergonomic hazards relates directly to the employee and the job that they are doing (specifically the way they are completing the duties of their job). Ergonomics refers to matching the job to the employee completing the work. Ergonomic hazards can include simple actions such as:

* Lifting
* Pushing
* Carrying
* Pulling
* Lighting
* Hearing
* Sitting
* Standing

When these actions are performed in a way that contorts the body in an unnatural way, or in a persistent way which puts strain on muscles or tendons, workplace injuries could result. [Organization Name] will perform periodic ergonomic checks to verify that employees are able to complete the actions required of their position without putting undue physical strain on themselves.

As needed, [Organization Name] will make appropriate modifications to the workplace, including providing tools to help with manual lifting; ensuring that the lighting is adequate for the work being completed; modifying workstations to prevent musculoskeletal disorders, etc., to prevent employee injuries.

Physical Hazards

Physical hazards are elements which could affect an employee’s physical health and safety if they are outside of tolerable ranges or persistent to the point of being detrimental to health. Some physical hazards could include:

* Temperature (hot or cold)
* Indoor air quality, including scents
* Noise levels (possible damage to hearing)
* Radiation (including through sunlight, UV lamps, etc.)

[Organization Name] will assess the workplace for any of these physical hazards and ensure that all levels are within the acceptable ranges to ensure the health and safety of employees; taking needed action to correct the hazard if it is not.

Safety Hazards

Safety hazards in [Organization Name]’s workplace could consist of the tools required to perform job duties, as well as the prevention of basic slips, trips, and falls. Tools could refer to machinery, materials, and transportation etc. These tools shall be assessed for safety on a regular schedule and repairs will be made to them once the need is known.

Chemical Hazards

[Organization Name] will follow the GHS-WHMIS 2015 regulations concerning any chemicals in the workplace and will ensure that SDS sheets are available for any chemicals present. Further, all regulations concerning the appropriate labelling, transportation, and storage of chemicals will be followed.

Psychosocial Hazards

Hazards that may be present in the workplace could consist of more than physical hazards and/or danger to the body; hazards may exist that can adversely affect an employee’s mental health. [Organization Name] has zero-tolerance for any bullying, violence, or harassment in the workplace. Further details can be found in the Harassment Policy.

[Organization Name] will also provide support for any employees under undue stress that is affecting their ability to complete their job duties. In some cases, this may involve a reassessment of priorities; in some cases, an elimination of conflicting job demands, etc.

Employee Responsibilities

[Organization Name] employees have the responsibility of notifying their (Insert which one: representative, their health and safety committee, or policy committee) or their supervisor, of any known hazards in the workplace and then working together towards a solution for it.

Employee Education

[Organization Name] will provide health and safety education, including training on ergonomics, to employees. Following the implementation of the hazard prevention program, employees will receive additional training on the program, as well as if any additional hazards enter or are identified in the workplace.

This employee education program will be revised at least every three years from the time that it is first implemented, whenever there is a change with respect to hazards, or whenever new hazard information is available; whichever is sooner.

[Organization Name] will keep a record of when the training was provided to the employee with the employee’s signature acknowledging the training. These records will be kept for two past the point that the employee is no longer exposed to the hazard.

Program Evaluation

[Organization Name] will also monitor this policy and its resulting program for efficacy, modifying it as needed.