## HAZARD RECOGNITION AND ASSESSMENT POLICY

PURPOSE

To assist in the identiﬁcation, rating and control of existing or potential hazards in the workplace.

SCOPE

This procedure applies to all Employees, Supervisors and Management.

DEFINITIONS

Engineering Controls - Engineering controls help reduce the risk of potential hazards either by isolating the hazard or removing it from the workplace. Engineering controls include mechanical ventilations and process enclosures. They are important because they are included in the work process.

Engineering controls are usually preferred to other control measures, such as the use of personal protective equipment. Substitution of a less hazardous material or industrial process is the best way to reduce a hazard and is often considered to be a type of engineering control.

Administrative Controls - Administrative controls deal with the directing of people and include policy, procedures, and training. Administrative controls reduce or limit the amount of risk that an employee has to a speciﬁc hazard through rotation, job assignment, or time periods away from a contaminant or hazard.

Personal Protective Equipment - Personal protective equipment is the ﬁnal line of defence against hazards in the workplace. It is implemented only after other reasonably practicable means of eliminating a hazard have been attempted.

Consequence - Consequence is a description of the outcome of the occurrence of an incident, including an evaluation of the loss as it aﬀects people, property and equipment, environment and the company image.

Probability - Probability is the likelihood that the identiﬁed hazard will result in a consequence within a speciﬁed period of time.

Chemical Hazards - Chemicals that come into contact with the human body causing harm are known as chemical hazards. These chemicals may exist in diﬀerent forms of mists, vapours, fumes, gasses, dust or liquids.

Biological Hazards - Mold, viruses, bacteria, fungi, insects, animals, bodily ﬂuids and plants that may cause adverse eﬀects to the human body are classiﬁed as biological hazards.

Ergonomic Hazards - Physical disorders and stresses that cause harm to the human body resulting from poor work conditions, posture, improper material handling, poor seating support, fatigue and

improper work/rest cycles are considered ergonomic hazards.

Electrical Hazards - A dangerous condition such that contact or equipment failure can result in electric shock, arc-ﬂash burn, thermal burn or blast.

Unsafe Act - behaviours that could lead to an accident/incident.

Examples of unsafe acts: can include using equipment in an unsafe or careless manner or not using personal protective equipment as required.

Unsafe Condition – circumstances in which could allow an accident to occur.

Examples of unsafe conditions can include inadequate, improper or lack of safety devices, slippery work surfaces, electrical grounding requirements not observed, and containers that are not labelled.

STANDARDS/PROCEDURES

Hazard identiﬁcation and control are the key components in maintaining a safe and healthy workplace. Hazards, occupational factors or illnesses arising from the workplace, which may cause aﬀected health and negative wellbeing, sickness or signiﬁcant ineﬃciency must be identiﬁed and controlled.

Hazard Assessment results can include:

* Increased knowledge of the dangers inherent in the tasks of employees;
* Enhanced safety awareness and improved safety dialogue and communication amongst employees; Improved focus for workplace safety inspections;
* Improved risk management leading to increased accident prevention; and/or,
* Compliance with the Occupational Health and Safety Act.

Each identiﬁed or recognized hazard will be assessed for its loss potential, and health and safety controls will be put into place to ensure that activities can be performed with maximum safety. Safe Operating Procedures will be developed and implemented for all tasks that are rated as having a potential for a major loss.

Recognizing and assessing hazards is the ﬁrst step to controlling or eliminating risk. Methods of doing this include observation and reporting, inspection, task analysis, and trend identiﬁcation.

Factors that contribute to making a hazardous job area (PEMEP):

* People (training/competency);
* Equipment;
* Materials;
* Environment; and,
* Process (the way the work is done).

The degree of hazard or risk can be estimated using knowledge of the potential for a major injury (severity) and knowledge of the probability of occurrence (For example, an inexperienced worker or a new job).

Assessment

The assessment process contains four basic components, including:

* Identifying the source;
* Recognizing the hazard;
* Evaluating the potential loss; and,
* Controlling the risk.

Hazard Categories

Hazards are divided into many categories, which may include the following:

* Chemical hazards;
* Biological hazards;
* Physical hazards;
* Ergonomic hazards (Repetition, Posture, Force);
* Electrical hazards;
* Compression hazards; and/or,
* Thermal hazards.

You must conduct a hazard assessment when you are taking on a new scope of work when the environment changes, when new hazards are identiﬁed or when new hazards cannot be eliminated. When conducting a hazard assessment, ensure you include the following:

* The identiﬁed step/task;
* The health, safety and ergonomic criteria;
* The identiﬁcation of the hazard and the potential injury(s);
* The risk assessment (rating number to identify the low, medium or high risk); and, The controls to help eliminate or mitigate the risk to protect the worker.

ROLES/RESPONSIBILITIES

Management

Act as a resource to supervisors on the hazard assessment development process and facilitate the training of supervisors on the hazard assessment process.

Supervisor

* Conduct hazard assessments when required;
* Review hazard assessments for accurate risk rating and controls;
* Ensure hazards and their controls are communicated to aﬀected staﬀ; and,
* Submit Hazard and Risk Assessment Forms to the committee.

Worker

Participate in the hazard assessment process where required and follow all control measures identiﬁed in their scope of work.

TRAINING

Training Requirements

Personnel who conduct hazard assessments will be trained on the identiﬁcation, assessment and control of hazards. All training will be documented, and records ﬁled with management.

Type of Training

The training will include classroom theory (legislative requirements, internal procedures, and speciﬁc procedures).

EVALUATION/REVIEW

Management will review the procedure annually for its eﬀectiveness in cooperation with the health and safety committee.

HAZARD ASSESSMENT REVIEW PROCESS

Hazard assessments will be reviewed by management in cooperation with the health and safety committee:

* Every 3 years; or,
* When a new process/equipment is introduced to the workplace or when a process/equipment has changed or been relocated; or,
* When an incident has occurred and is associated with worker activities/the work environment.