

Title: Hazard Assessment Policy
Adopted on: February 15, 2022
Adopted by: City Manager
Jurisdiction: Safety Coordinator
Revision Date: February 15, 2022

1. ANALYSIS

A hazard is any condition or circumstance, which poses the risk of an accident or injury. Hazard assessments are a thorough examination of an operation for the purpose of identifying what actual and potential hazards exist. Hazards can exist in many forms: they can be visible or hidden, a condition or an act. A Hazard Assessment is conducted with the direct involvement of the Supervisor and all involved employees. Hazard Assessments are to be conducted at each new job site or as the scope of work changes. Recognition and control of hazards is necessary to ensure that corrective actions are completed on a timely basis.

It is through the control of hazards that the following can be accomplished:

- Reduced frequency and severity of accidents
- Reduced financial costs
- Reduced human suffering

Hazard recognition and control involves:

- Determining what hazards are present in the workplace
- Assessing the level of risk for the hazards identified
- Implementing strategies to eliminate or reduce the risk involved, and,
- Monitoring and following-up to ensure the control strategies chosen are implemented and effective.
- Hazards shall be prioritized according to the following:

PRIORITY RANKING	
<u>SEVERITY</u>	<u>PROBABILITY</u>
1. Immediate Danger (death, disaster)	A. Probable (immediate or soon)
2. Serious (major injury or damage)	B. Reasonably Probable (eventually)
3. Minor (non-serious injury or damage)	C. Remote (could at some point)
4. Negligible (first aid or less)	D. Extremely Remote (unlikely)

Types of hazards that can be considered:

- Chemical: chemical agents in the form of vapours, gases, fumes, and mists
- Physical: noise, vibration, hot or cold extremes
- Ergonomic: awkward posture, poor tool design, manual materials handling
- Biological: bacteria, viruses, fungi

Every workplace consists of four major components. These are:

1. The **people** (employees, visitors, clients, suppliers, subcontractors, etc.)
2. The **environment** they work in
3. The **materials** they work with, and,
4. The **equipment/tools** they use.

2. CONTROL

After conducting a Hazard Assessment in which hazards are identified it is necessary to control them. Hazards must be eliminated or hazard control measures installed. Recognizing and evaluating the risks associated with hazards in the workplace are the first steps in Hazard Control. Actions or methods for controlling these potential hazards must be developed and implemented to eliminate risks. This is **the** critical step in Hazard Control.

There are 5 approaches to controlling risks:

1. Elimination
2. Substitution
3. Administrative Controls
4. Engineering Controls
5. Personal Protective Equipment



The ultimate control measure is to **Eliminate** the workplace condition or act presenting the hazard. However, not all hazards can be totally eliminated. The next best option is substitution. **Substituting** one chemical or piece of equipment for a less hazardous one, or a particular work activity with a safer method, has proven to be very effective as Hazard Control. Since Engineering Controls are not always practical, **Administrative** Controls are used. These controls are more desirable than **Personal Protective Equipment** and should be one of the controls implemented. However, administrative controls involve directing people and may therefore present drawbacks.

The City of Weyburn is committed to the health & safety program and realizes that workers' health and safety depends on strict enforcement and adherence to policies, procedures, supervision, training and constant motivation. Engineering designs and control measures should be made at the conceptual stage of a project. Designing process or procedural changes, establishing lockout/tag-out procedures, and designing and laying out work areas to eliminate or reduce the level of hazard are some examples of **Engineering** Controls.

When Elimination, Substitution, Engineering or Administrative controls fail to provide the required protection, Personal Protective Equipment (PPE) should be considered only as a last line of defence or as a back-up protection. PPE may be used as a supplement to these other controls, but not as a substitute for them. In using PPE as a control method, the supervisor must consider the following:

- Determine where/when PPE is required & what type is suitable.
- Train employees on the proper care and use of PPE
- If PPE is required, develop policy and enforce its use.

- Inspect all PPE regularly for defects and replace equipment when necessary, all inspections and maintenance of PPE **must be documented**.

Once a control method has been established, it must be implemented. There must be a follow-up to confirm if the control method or corrective action was implemented and if it is effective in eliminating the potential hazards. Control strategies must be communicated to workers.