Continuing Care Safety Association

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Vision
Incident free workplaces.

Mission
To create safe workplaces through the provision of education, leadership & collaboration.

Values
- Value safe work, and safe work behaviors.
- Value the right of each worker to have a safe, healthy and incident free work environment.
- Value members’ input, feedback and direction.

Disclaimer
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Workshop Introduction

The primary goal of occupational health and safety programs is to maintain a healthy and injury-free work environment. One of the key activities in an effective safety program is the **proactive** identification, assessment and control of hazards.

Hazard assessment and control processes are key safety program activities because they provide both input into and receive output from every other element of the safety program.

| Management Leadership and Organizational Commitment | • When management participates in hazard assessments, they are visibly demonstrating their commitment to health and safety.  
• Worker participation in the hazard assessment and control processes (informally and/or formally) ensures workers are actively involved in the safety program. |
| Workplace Inspections | • Hazard assessments help to determine which aspects of the work environment to monitor during inspections (i.e. regular monitoring of controls for high risk hazards).  
• Workplace inspections may also identify hazard controls that were not implemented or not implemented correctly or that are not adequately controlling the hazard. |
| Qualifications, Orientation and Training | • Hazard assessments should be part of orientation and ongoing training.  
• Job-specific training should include reviewing the hazard assessment for that job. |
| Emergency Response                                      | Hazard assessments can help identify potential emergencies or emergency response considerations.  
|                                                       | Actual emergency responses or drills may reveal new or previously unidentified hazards or hazard controls that were not implemented or do not adequately control the hazard. |
| Incident Investigation                                  | The incident investigation process should include a review of the relevant hazard assessments.  
|                                                       | Hazards identified during the investigation should trigger a hazard assessment review to ensure hazards are adequately controlled.  
|                                                       | Analyze incident trends during the hazard assessment process to ensure hazards not previously identified or controls that are not working are evaluated, prioritized and controlled. |
| Program Administration                                  | Hazard assessments provide data on overall risk exposures, which require monitoring.  
|                                                       | Completed hazard assessments and hazard control plans are leading indicators used to evaluate how a safety program is functioning. |

Continuing care organizations are not static: staff, residents, equipment and the workplace environment change all the time; this means workers must be on the look-out for hazards while performing their job tasks and the organization must implement processes to ensure that identified hazards are regularly assessed, controlled and continually monitored.

“So, what is a hazard?” A hazard is “a situation, condition or thing that may be dangerous to the health and safety of workers.” In the continuing care industry, musculoskeletal injuries caused by physical (ergonomic) hazards are a significant concern for organizations across the province.

The Continuing Care Safety Association (CCSA) has developed this Hazard Assessment and Control workshop for organizations looking to implement or enhance their existing hazard assessment and control activities. The objective of this workshop is to equip those individuals involved in hazard assessment and control activities with the information, practical tools and resources needed to effectively identify, assess, control and monitor hazards found in the workplace.
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Learning Objectives

The Continuing Care Safety Association (CCSA) developed this hazard assessment and control workshop to promote healthy and safe work environments. When you have completed this hazard assessment and control workshop, you will be able to:

1. Explain why hazard assessment and control is a key safety program activity. (Intro)
2. Describe the hazard assessment and control legislated responsibilities for both employers and workers. (Unit 1)
3. Describe informal and formal hazard assessments. (Unit 2)
4. Provide a definition of health and safety hazards. (Unit 2)
5. Identify hazards according to their category and source. (Unit 2 & 3)
6. Perform a formal hazard assessment for various roles and tasks. (Unit 3)
7. Recommend ways to control hazards using the hierarchy of controls. (Unit 3)
8. Define practices to evaluate and monitor the effectiveness of hazard controls. (Unit 3)
Exercise 1: Warm Up

- Your instructor will introduce a warm up/introductory exercise based on the number of participants.

- The purpose of the warm up exercise is to:
  - Get to know each other;
  - ‘Break the ice’ – the CCSA workshops and courses are designed to include a lot of participation and interaction; breaking the ice early helps to create a safe and comfortable learning environment.
Unit 1: Why is hazard assessment and control important?

In 1969, Frank Bird Jr. developed the following pyramid based on a study of more than 1.7 million industrial accidents. The premise of the pyramid is that major injuries are rare events and that many opportunities are afforded by the more frequent, less serious incidents to take actions to prevent the major losses from occurring.

How does this concept apply to continuing care?

- If your facility had five minor injury incidents in a year, there were potentially 60 near misses that occurred before each incident.
- Using 2013 WCB statistics:
  - There were 755 modified work claims in the long-term care industry; this means there were potentially 45,300 near misses!
  - Or, potentially 124 near misses each day!

By incorporating the hazard assessment process BEFORE near misses occur there are many more proactive benefits than there are when conducting near miss investigations. The benefits of performing hazard assessments include:

- Reduce the number & severity of workplace incidents and injuries.
- Identify the need for worker training.
- Identify poor or missing procedures.
- Increase worker participation & ownership of workplace health & safety.
- Reduce loss & damage to equipment and property.
- Provide a useful tool when investigating incidents.
- Ensure compliance with legislation.
Legal Requirements

Employers and workers have responsibilities for workplace health and safety as specified in the Alberta Occupational Health and Safety Act, Section 2(1) and (2). These are briefly:

**EMPLOYERS:** To ensure, as far as it is reasonably practicable, the health and safety of all workers at the work site and that all workers are aware of their responsibilities and duties under the OHS Act, Regulation and Code.

**WORKERS:** To take reasonable care to protect the health and safety of themselves and other workers, and to cooperate with the employer to protect the health and safety of themselves and other workers.

Below is a summary of the legislation concerning hazard assessment, elimination and control. The detailed legislation quoted from the Alberta Occupational Health and Safety Act, Code and Regulation can be found in *Appendix 5.*

**Alberta OH & S Code, Part 2, Hazard Assessment, Elimination and Control**

Section 7 requires employers to assess a work site and identify existing or potential hazards before work begins. Employers must prepare a report that provides the results of the assessment and specifies the methods that will be used to control or eliminate the hazards. (Section 8 of the OHS Regulation requires that the report be in writing and available to workers.) The hazard assessment report must be dated to confirm how current it is and/or when it was last reviewed or revised.

Section 8 requires employers, if reasonably practicable, to involve and inform workers in assessing, controlling and eliminating potential hazards.

Section 9 requires employers to eliminate hazards whenever it is reasonably practicable to do so. If elimination is not reasonably practicable, hazards must be controlled:

- first by using engineering controls;
- then administrative controls; and
- finally, as a last option, by using personal protective equipment.

Section 10 applies in situations where emergency action is required to control or eliminate a hazard that is dangerous to the safety or health of workers; only those workers competent in correcting the hazardous condition may be exposed to the hazard. The number of these exposed workers must be kept to a minimum – as few as is necessary to correct the condition. The employer must make every possible effort to control the hazard while this is being done.

Section 11 requires an employer to prepare an occupational health and safety plan if ordered to do so by a Director. A Director is a staff member of the Government of Alberta, appointed by the Minister under Section 5 of the OHS Act.

The mandate for hazard assessment and control in the Alberta OHS Act, Regulation and Code is not limited to Part 2 of the Code. In fact, requirements for hazard assessment and control activities are referenced in many other parts of the Code as well three sections of the Regulation, including:

<table>
<thead>
<tr>
<th>OHS Act</th>
<th>Section 35</th>
<th>Existence of imminent danger</th>
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</thead>
<tbody>
<tr>
<td>OHS Regulation</td>
<td>Section 12</td>
<td>Equipment</td>
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<td></td>
<td>Section 13(3)</td>
<td>General protection of workers</td>
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<td></td>
<td>Section 14(2)</td>
<td>Duties of workers</td>
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<td>Section 15</td>
<td>Safety training</td>
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<tr>
<td>OHS Code</td>
<td>Part 4: Section 21</td>
<td>Potential worker exposure</td>
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<td></td>
<td>Part 5 Confined Spaces: Sections 48 &amp; 49</td>
<td>Safety and protection – generally and, Protection – hazardous substances and energy</td>
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<td></td>
<td>Part 8</td>
<td>Entrances, Walkways, Stairways and Ladders</td>
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<td>Part 10</td>
<td>Fire and Explosion Hazards</td>
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<td></td>
<td>Part 12</td>
<td>General Safety Precautions</td>
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<tr>
<td></td>
<td>Part 14</td>
<td>Lifting and Handling Loads</td>
</tr>
<tr>
<td></td>
<td>Part 15</td>
<td>Managing the Control of Hazardous Energy</td>
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<td></td>
<td>Part 16</td>
<td>Noise Exposure</td>
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<td></td>
<td>Part 18</td>
<td>Personal Protective Equipment</td>
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<td></td>
<td>Part 22</td>
<td>Safeguards</td>
</tr>
<tr>
<td></td>
<td>Part 25</td>
<td>Tools, Equipment and Machinery</td>
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<tr>
<td></td>
<td>Part 27</td>
<td>Violence</td>
</tr>
<tr>
<td></td>
<td>Part 28</td>
<td>Working Alone</td>
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<td></td>
<td>Part 29</td>
<td>Workplace Hazardous Materials Information System (WHMIS)</td>
</tr>
<tr>
<td></td>
<td>Part 35</td>
<td>Health Care and Industries with Biological Hazards</td>
</tr>
</tbody>
</table>
For example:

Part 4, Section 21 of the OHS Code states:

**Part 4 Chemical Hazards, Biological Hazards and Harmful Substances**

**Potential worker exposure**

21(1) If a worker may be exposed to a harmful substance at a work site, an employer must **identify the health hazards** associated with the exposure and **assess** the worker’s exposure.

21(2) The employer must ensure that a worker who may be exposed to a harmful substance at a work site:

(a) is **informed of the health hazards** associated with exposure to that substance.

(b) is informed of **measurements** made of airborne concentrations of harmful substances at the work site, and

(c) is trained in procedures developed by the employer to **minimize the worker’s exposure** to harmful substances, and understand the procedures.

21(3) A worker who is provided with training under subsection (2) must use the procedures appropriately and apply the training.

Part 14, Section 210 of the OHS Code states:

**Part 14 Lifting and Handling Loads**

**Assessing manual handling hazards**

210(1) Before a worker manually lifts, lowers, pushes, pulls, carries, handles or transports a load that could injure the worker, an employer **must perform a hazard assessment** that considers

(a) the weight of the load,

(b) the size of the load,

(c) the shape of the load,

(d) the number of times the load will be moved, and

(e) the manner in which the load will be moved.

210(2) Before a worker performs any manual patient/client/resident handling activities, an employer **must perform a hazard assessment** that considers the worker’s physical and mental capabilities to perform the work.

210(3) If the hazard assessment required by section 7 and subsections (1) and (2) determines that there is a potential for musculoskeletal injury, an employer must ensure
that all reasonably practical measures are used to eliminate or reduce that potential in accordance with section 9.

Certificate of Recognition (COR) Requirements for Hazard Assessment and Control

The following is a summary of the Certificate of Recognition (COR) audit requirements for Elements 2 and 3: Hazard Assessment & Control:

- A list of employee occupations / jobs should be in place and the various tasks within those occupations/jobs should be identified.
- Identification of health and safety hazards associated with the occupations / jobs in the inventory list must be documented. Both health and safety hazards should be identified to ensure that ergonomic risks, exposure to chemicals, noise, heat stress, etc. are addressed.
- A documented process for the evaluation of the identified health and safety hazards must be completed. This evaluation could be qualitative (High, Medium, Low, A, B, C,) or quantitative (4, 3, 2, 1). The process for evaluating risk should include an assessment of the:
  - Potential consequences of exposure to the hazard (severity)
  - Likelihood of an incident occurring (probability)
  - Degree of exposure to the hazard (frequency)
- Documentation showing health and safety hazards are identified, evaluated and prioritized according to the risk they present, ranked from the highest risk to the lowest risk.
- Documentation showing training for key employees involved in the process of hazard identification and assessment.
- Documentation of worker involvement in the hazard identification and assessment processes.
- Documentation of reviews of hazard assessments occurring at regular intervals and whenever changes to operations are implemented.

Do you want to know more about the Certificate of Recognition Program? Visit the Government of Alberta website: http://work.alberta.ca/occupational-health-safety/334.html
Unit 1: Check Your Understanding

Answer the following questions. Be prepared to discuss your answers.

1. True or False: Hazard assessment & control shares information with all of the other safety program elements.
   
   True ____ or False ____

2. Alberta OHS Code Part 2 includes the requirements for Hazard Assessment, Elimination and Control. Which of the sections in Part 2 of the code includes the requirements for controlling hazards?

   
3. Aside from Parts 2, 4 and 14 of the AB OHS Code, list two other parts of the AB OHS Code that include requirements for hazard assessment and control and describe what an employer needs to be aware of when it comes to hazard assessment requirements.

<table>
<thead>
<tr>
<th>AB OHS Code Part:</th>
<th>What are the hazard assessment requirements?</th>
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<tbody>
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</table>

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Unit 2: Hazards and Hazard Assessments

What is a Hazard?

As discussed during the workshop introduction, a hazard is “a situation, condition or thing that may be dangerous to the health and safety of workers.” A hazard has the potential to cause an injury, illness or loss. Some people think of a hazard as “an incident waiting to happen”. Potential hazards are those that are foreseeable and reasonably likely to occur.

What are situations, conditions or behaviours?

<table>
<thead>
<tr>
<th>Situations</th>
<th>Conditions</th>
<th>Behaviours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circumstances that exist in the workplace.</td>
<td>State of the workplace environment.</td>
<td>The way that workers perform their tasks.</td>
</tr>
</tbody>
</table>

Examples include:
- Approaching residents
- Performing maintenance activities in restricted spaces
- Working short staffed
- Using sharp objects such as knives or needles

Examples include:
- Clutter
- Wet floors
- Icy sidewalks
- Poor lighting
- Lack of space

Examples include:
- Not asking or offering help when needed
- Working without proper PPE
- Not understanding the safe working procedures required for the task

It is important to recognize that not every exposure to a hazard will result in injury or illness.

For example, you might walk across a floor with an extension cord lying in your path several times without incident. The loose extension cord (condition or circumstance) creates an opportunity (poses a risk) for an event (worker trips) that could result in an incident (worker falls and sustains an injury) and is considered a hazard. We would refer to the extension cord a tripping hazard.
It is also important to note that some hazards can create **acute** (immediate) effects while others can have **chronic** (long-term) effects.

1. Health Hazards

A health hazard is a physical, chemical, biological or psychological hazard which may cause **acute or chronic health effects** in exposed employees (e.g. dust, heat, ergonomics, etc.). For example, noise induced hearing loss is often not detected until it is well advanced.

- **Overuse Musculoskeletal Injuries (MSI)** can result in **chronic health effects** that result from multiple exposures, gradually occurring over time that may not show up until several years after the exposure, such as incorrect body mechanics while lifting residents or objects that results in chronic back pain.

2. Safety Hazards

A safety hazard is a substance, process, action or condition, which may endanger the immediate safety of employees (e.g. chemical burns, shear points, etc.). For example, if a worker trips and falls to the floor breaking an arm or gets their fingers caught in a piece of moving machinery.

- **Overexertion Musculoskeletal Injuries (MSI)** can be a result of unsafe **actions** (not using resident handling equipment) or **conditions** (resident handling equipment not appropriate for the resident) which can cause immediate injury to the worker; such as a lifting a fallen resident from the floor instead of using a resident lift.
Categories of Hazards

There are four broad hazard categories:

1. Biological Hazards
   - Viruses and bacteria (e.g. SARS, hepatitis, HIV) found in blood, body fluids and human waste
   - Mould and fungi (e.g. Stachybotrys, Acremonium) found in damp spaces within buildings

2. Chemical Hazards
   - Gases (e.g. chlorine, hydrogen, oxygen)
   - Vapours (e.g. formaldehyde, acetone, paint, varsol, gasoline)
   - Dusts (e.g. asbestos, wood dust)
   - Fumes (e.g. welding, engine exhaust)
   - Chemicals (e.g. cleaning supplies, laundry detergent, solvents)
3. Physical Hazards
   - Ergonomic
     - Awkward postures (e.g. stooping to pick up boxes, reaching across a resident’s bed to perform personal care)
     - Highly repetitive motions (e.g. crushing medications, mopping floors)
     - Static (fixed) positions (e.g. sitting for long periods)
   - Resident aggression (potential for physical harm)
   - Wet floors, slippery sidewalks
   - Moving parts of machinery (e.g. mechanical lifts, kitchen mixers, bench grinder)
   - Working at heights (e.g. falling off roof or elevated platform)
   - Pressurized systems (e.g. kitchen apparatus, boilers)
   - Electrical hazards (e.g. poor wiring, worn cords)
   - Excess noise (e.g. laundry washers and dryers, mixers, hand tools)
   - Inadequate lighting (e.g. task lighting, general lighting in hallways, storage rooms)
   - Extreme temperatures (hot and cold)

4. Psychological Hazards
   - Employee stress (e.g. resident illness and death)
   - Employee fatigue (e.g. work demands, shift work)
   - Workplace violence (e.g. resident to staff, visitor to staff)
Exercise 2: Categories of Hazards

Below are several types of hazards that are often found in continuing care facilities. While working in pairs or small groups (your instructor will let you know which option is appropriate for the workshop); identify the primary hazard category you feel the hazard belongs to. NOTE: although some hazards could belong to more than one category, pick the one category where you think hazard most belongs.

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggressive resident</td>
<td></td>
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<td>Hot laundry room</td>
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<tr>
<td>Floor cleaner</td>
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<tr>
<td>Used needle</td>
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<tr>
<td>Repositioning a resident</td>
<td></td>
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<tr>
<td>Icy sidewalk</td>
<td></td>
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<tr>
<td>Upset family member</td>
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<tr>
<td>Wet paint</td>
<td></td>
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<tr>
<td>Uneven floor surfaces</td>
<td></td>
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<tr>
<td>Short staffed</td>
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<tr>
<td>Wet floors</td>
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<tr>
<td>Contaminated linens</td>
<td></td>
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<tr>
<td>Hot pads</td>
<td></td>
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<tr>
<td>Restricted space entry</td>
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<tr>
<td>Unguarded blades</td>
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</tbody>
</table>

Remember the four categories of hazards:

1. Biological hazards
2. Chemical hazards
3. Physical hazards
4. Psychological hazards
Types of Hazard Assessments

Although this workshop focuses on Informal and Formal Hazard Assessments, when an organization is developing their safety program, they may also wish to consider implementing pre-task and high-risk/complex task hazard assessments.

The table below lists the differences between the types of hazard assessments:

<table>
<thead>
<tr>
<th>Pre-Task Hazard Assessment</th>
<th>Informal (Ongoing) Hazard Assessment</th>
<th>Formal Hazard Assessment</th>
<th>High Risk/Complex Task Hazard Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Completed by workers before starting a task they would not normally perform.</td>
<td>- Completed by workers before they start &amp; while they are completing their tasks.</td>
<td>- Completed by a hazard assessment team on an annual basis (at a minimum).</td>
<td>- Carried out when a more detailed hazard assessment is warranted due to the high risk or complexity associated with the task.</td>
</tr>
<tr>
<td>- Usually involves a checklist workers complete to confirm hazards are identified and controls are identified and/or are in place.</td>
<td>- May or may not involve a checklist.</td>
<td>- The team uses a formal hazard assessment form to systematically identify, evaluate, prioritize and control hazards for all jobs and tasks in the organization.</td>
<td>- May use the existing formal hazard assessment form or may use a specific high-risk/complex task, hazard assessment form.</td>
</tr>
</tbody>
</table>
Why are both informal and formal hazard assessments required?

In addition to Part 2 of the OHS Code, which requires a formal hazard assessment process, Section 14 of the OHS Regulation states:

Duties of workers

14(2) A worker must immediately report to the employer equipment that

(a) is in a condition that will compromise the health or safety of workers using or transporting it,
(b) will not perform the function for which it is intended or was designed,
(c) is not strong enough for its purpose, or
(d) has an obvious defect.

What does this mean? In addition to the formal hazard assessments which are performed by a hazard assessment team, there must be a procedure in place for workers to report hazards they identify while performing their job duties. The procedure should be documented and workers should be able to describe the procedure to demonstrate their knowledge of and compliance with the procedure.

Informal Hazard Assessment

Workers have the responsibility to protect themselves and other workers by looking out for hazards that could cause harm in the work environment. The process of informal hazard assessments involves workers “looking out for hazards” while performing their work. The following steps and questions highlight the informal hazard assessment process and outlines what workers should be doing and what they should be asking themselves before starting tasks and while performing their tasks:

1. Stop and think
2. Identify
3. Assess
4. Control
5. Start or review work
1. **Stop and think**
   - Do I clearly understand my task?
   - Am I physically and mentally prepared to do the task?
   - What could go wrong?
   - What exact job will I do and what steps does it involve?
   - Can I get assistance if I need it?

2. **Identify**
   - What hazards are present and visible in the work area right now?
   - Is there a hazard to others or myself?
   - What could or has changed that could create a new hazard?
   - Could other workers, equipment or conditions pose a hazard to me?

3. **Assess**
   - What could happen?
   - How bad could it be?
   - How likely is it to happen?

4. **Control** *(no matter how severe or minor, all hazards should be controlled)*
   - Who should I contact for help?
   - What can I do to control (fix) the hazard?
   - Will the control affect another part of the task?

5. **Start or resume work**
   - Do I need to tell anyone else?

It may seem like there are a number of steps and questions involved in this process. In reality, the process takes only a few seconds or minutes depending on the complexity of the job. In fact, some workers may already be doing this!

When hazards are identified they must be reported and addressed. Reporting can be done in a variety of ways including: a verbal report to the supervisor, use of a maintenance log, communications book, or hazard identification forms.

It is the responsibility of the employer to ensure that measures are taken to eliminate the hazard, or if elimination is not reasonably practicable, to control the hazard. However, depending on the nature of the hazard, if it can be immediately removed or fixed by the worker, the worker should take the necessary measures to keep themselves and other workers safe on the work site. E.g. while assessing his/her surroundings a worker notices a small water spill on the floor. The worker should take responsibility for cleaning up the spilled water and/or post the appropriate warning signs, then report the hazard as normal.

The informal hazard assessment is an effective way of evaluating the effectiveness of the controls implemented during the formal hazard assessment.

Informal hazard assessments also play an important role in the legislative requirements regarding Imminent Danger and Duty to Refuse.
**Imminent Danger**

During the course of the informal hazard assessment, a worker may identify a hazard that may be significant enough to present a situation of imminent danger. By implementing an informal hazard assessment process and training workers to use the process, organizations can ensure that frontline workers have the skills and knowledge needed to identify and report situations of imminent danger.

Section 35 of the Occupational Health and Safety Act requires workers not to work in situations where imminent danger exists. The Act defines “imminent danger” under Section 35(2):

35(2) In this section, “imminent danger” means in relation to any occupation:

(a) a danger that is not normal for that occupation, or
(b) a danger under which a person engaged in that occupation would not normally carry out the person’s work.

On October 31, 2014, Part II of the Canada Labour Code updated their definition of 'danger':

“danger” means any hazard, condition or activity that could reasonably be expected to be an imminent or serious threat to the life or health of a person exposed to it before the hazard or condition can be corrected or the activity altered;


The definition of “danger” has been clarified in the Canada Labour Code to ensure that work refusals are used only when employees are facing an imminent or serious threat to their life or health. These amendments ensure that employers and employees assess and address occupational health and safety issues in a collaborative manner before involving the Labour Program of Employment and Social Development Canada.

*Source:* [http://www.labour.gc.ca/eng/health_safety/PartIIchanges.shtml](http://www.labour.gc.ca/eng/health_safety/PartIIchanges.shtml)

In addition, the Manager’s Handbook Canada Labour Code - Part II provides the following guidance regarding work that is NOT normal for the occupation:

The concept of danger must also take into account the assessment of known or foreseeable hazards, and what represents reasonable risks in terms of probable exposure to such hazards. Some risks are inherent by the very nature of the work or activity, which in turn can represent some degree of danger. By the nature of the foreseeable hazards, the notion of inherent danger is particularly relevant to higher-risk occupations such as firefighters, police officers, emergency workers, first responders and others. Moreover, where there are inherent dangers, employers should be minimizing the potential harm, either acute or chronic in nature, from such risks through all reasonable and practical measures available to do so. For this reason, under the Code's right-to-refuse provisions (subsection 128(2)), an employee is not allowed to refuse to use or operate a machine or thing, to work in a place or to perform an activity if the danger is a "normal condition of employment" (paragraph 128(2)(b)). The known risks represented by a normal condition of employment can usually be reduced through risk management and various health and safety measures such as engineering controls, work procedures,
training or personal protective equipment. In light of ongoing advances in science and technology, current measures taken to reduce risks with respect to inherent dangers should be reassessed on a continuing basis and adjusted accordingly.


Right to Refuse

All workers have the right to “refuse to carry out unsafe work” or “refuse to operate an unsafe tool, appliance or equipment” if, on reasonable and probable grounds, the worker believes that an imminent danger exists to the health and safety of that worker or another worker present at the work site. *(OHS Act Section 35(1))* A worker who refuses to carry out unsafe work has the duty to notify the employer about the refusal and the reasons for the refusal. *(OHS Act Section 35(3))*

Upon being notified the employer has the duty to investigate and take action to eliminate the imminent danger, and ensure that no worker is assigned to use or operate the tool, appliance or equipment to perform the work. *(OHS Act Section 35(4))*

Here are a few industry-specific examples of ‘imminent danger’:

- After a Health Care Aide (HCA) enters a resident’s room who was agitated earlier. The resident swears at the HCA, then grabs their cane and verbally threatens to harm the HCA.
- While delivering meals, a dietary aide enters the dining room and finds an agitated resident pounding on the table. The dietary aide approaches the resident to see why they are upset at which point the resident grabs their knife and points it at the dietary aide.
- A resident with a blood-borne disease is bleeding heavily and the appropriate PPE is not available for the HCA to wear when cleaning up the blood.
- A facility purchases a corrosive cleaning chemical without purchasing the appropriate PPE.
- While removing old heating pipes, maintenance workers come across covered pipes that they suspect may have asbestos in the insulation.

*Please note: the above list is simply a few of the many examples that are possible in continuing care. This list is should not be considered all-inclusive or comprehensive.*

In cases where imminent danger may exist to the health and safety of workers, a formal hazard assessment should be completed.
Formal Hazard Assessment

As discussed, hazard assessment and control shares information with all of the other health and safety program elements, forming the basis for regular workplace inspections, worker training requirements and emergency response where critical incidents have the potential to occur. Ultimately, the purpose of conducting formal hazard assessments is to eliminate the hazards or minimize the risks to workers performing their regular day-to-day duties. Hazard assessments provide a systematic method of determining which hazards pose a greater risk to workers. We will discuss the steps involved in conducting a formal hazard assessment in more detail in the following unit; however, below is a flowchart of a basic formal hazard assessment process.

Appoint a competent hazard assessment team (training, education, skills & knowledge to perform tasks)

Create a job and task inventory

Identify hazards (anything with the potential to cause harm)

Assess risks (frequency + severity + probability OR likelihood x severity/consequence)

Are risks adequately controlled?

Implement new or additional control measures to eliminate or mitigate risk

Review

Yes

Record findings

No
The formal hazard assessment team should include immediate supervisor(s), member(s) of the OHS committee and frontline workers.

**Immediate Supervisor**
- should be involved in assessing the jobs that they are responsible for; this ensures that someone who is experienced and capable is involved in identifying and assessing the hazards of the job.

**Members of the OHS committee**
- should be involved as this helps to ensure key points in the assessment are not missed (a second and fresh set of eyes).

**Frontline workers**
- will help minimize oversights, ensure a quality analysis, and get workers to “buy in” to the solutions because they will share ownership in their health and safety program.
- Additionally, as frontline workers perform the jobs/tasks that are being evaluated on a day-to-day basis, they may have the best perspective for identifying hazards & the methods of control.

Finally, managing and retaining properly completed hazard assessment and control records is critical to an effective health and safety management system. As required by Part 2 of the AB OHS Code, ensure hazard assessments are signed and dated. Also, ensure maintenance of accurate hazard assessment records for a minimum of three (3) years, preferably longer, in order to track and measure the effectiveness of the safety program.
Unit 2: Check Your Understanding

Answer the following questions. Be prepared to discuss your answers.

1. In your own words, what is a hazard?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Match the statements below to the appropriate hazard type (circle the most appropriate hazard type for each statement).

<table>
<thead>
<tr>
<th>Description</th>
<th>Health hazard</th>
<th>Safety hazard</th>
</tr>
</thead>
<tbody>
<tr>
<td>A housekeeper burns their hand while diluting bathroom cleaner without appropriate PPE.</td>
<td>Health hazard</td>
<td>Safety hazard</td>
</tr>
<tr>
<td>A physical, chemical, biological or psychological hazard which may cause acute or chronic health effects in exposed employees.</td>
<td>Health hazard</td>
<td>Safety hazard</td>
</tr>
<tr>
<td>A maintenance worker complains of tingling in their hand &amp; wrist after using maintenance tools such as screwdrivers and wrenches.</td>
<td>Health hazard</td>
<td>Safety hazard</td>
</tr>
<tr>
<td>A substance, process, action or condition which may endanger the immediate safety of employees.</td>
<td>Health hazard</td>
<td>Safety hazard</td>
</tr>
</tbody>
</table>

3. Why are both informal and formal hazard assessments required?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
4. List the four hazard categories and provide two examples of hazards found in your facility for each category.

| Hazard Category | Examples of hazards found in your facility:
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>
Unit 3: Conducting Formal Hazard Assessments

The Formal Hazard Assessment Process:

1. Step 1: Create a job/task inventory
2. Step 2: Identify the hazards
3. Step 3: Evaluate and prioritize the hazards
4. Step 4: Identify & implement hazard controls
5. Step 5: Communicate
6. Step 6: Evaluate effectiveness & review
Step 1: Create a Job (Task) Inventory

For a successful formal hazard assessment process, use a systematic process that looks at all jobs / tasks in the organization. An inventory of positions / jobs / tasks is necessary to ensure the identification of all hazards. This step involves the following activities:

A. Prepare a list of all employee occupations / jobs.

B. Create of a description for each occupation / job:
   - Your company may have a format for job descriptions so check with Human Resources. The following are the usual components of a job description:
     - Overall position description with general areas of responsibility listed,
     - Essential functions of the job described with a couple of examples of each,
     - Required knowledge, skills and abilities,
     - Required education and experience,
     - A description of the physical demands, and
     - A description of the work environment.

C. Identify the various tasks within those occupations / jobs.

For example:

**Health Care Aide**
- Taking out the garbage
- Mopping
- Laundry

NOTE: You should periodically review the job (task) inventory to ensure all jobs and tasks are current.
Exercise 3: Create a Job (Task) Inventory

Using the blank hazard assessment handout:

a) Identify a job – it can be your job or another job within the facility.
b) Create a job description for the job that you’ve identified.
c) List all the specific tasks (regardless of how small or large they may seem) performed for the job. Remember to identify not only daily tasks but also tasks that may happen irregularly, for example shoveling snow or cleaning equipment.

Step 2: Identify the hazards

Identifying hazards involves taking a careful look at the nature of the work, and determining what could go wrong by considering not only physical items that can harm but all the different situations, circumstances, conditions and behaviors that could contribute to potential harm from the nature of the work. To prevent occupational injuries, illness and damage to property, it is important for workers to understand not only what causes hazards in the workplace but where those hazards can come from.

Sources of Hazards

For the purposes of this workshop, we will consider three major sources where hazards can come from:

1. **People:** Refers to employees, residents, visitors and contractors. Insufficient training, poor communication and taking shortcuts because of pressure to complete the job in a shorter period, etc., can lead to errors and a preventable incident. Another example is workers who are required to work extended hours and find that they experience lapses in attention due to fatigue.

2. **Equipment and Materials:** The equipment, tools and materials used on the job can be sources of hazards. Some items are inherently hazardous and others become hazardous over time due to inadequate maintenance, storage or disposal of equipment and materials. Other items become hazardous because of incorrect use of equipment (e.g. using lifts incorrectly).
3. **Environment**: Refers to the overall workplace. There are consequences of poor organization and maintenance that can contribute to deterioration in performance, injuries and illnesses, and at times, be fatal. Factors such as the facility layout, exhaust ventilation and lighting, walking surfaces, temperatures (hot and cold) and other variables can all be sources of hazards.

By being skilled at recognizing the sources of situations, circumstances, conditions, behaviors and things that create occupational health and safety hazards, you will be better prepared to identify hazards in your work environment.

**Hazard Identification Methods**

When identifying hazards, it is important to take a careful look at the nature of the job and determine what could go wrong, taking into consideration all the different kinds of situations, circumstances, conditions and behaviours present.

To help identify as many hazards as possible, review each task from different perspectives.

For example:

- **Physical Inspection**: identifying hazards using a checklist while walking around a work site or workplace.
- **Task or Job Hazard Analysis**: observing workers while they work and breaking down their actions into individual tasks. The hazards involved with each task can then be identified.
- **Process Analysis**: following a process from start to finish, identifying hazards involved at each stage.
- **Incident Investigation Analysis**: reviewing the findings from incident investigations to see what hazards contributed to the incident.
- **Emergency Response or Practice Drills**: reviewing emergency response or practice drill records to identify hazards

Additionally, ask the following questions:

- What can go wrong?
- What injuries could occur?
- How could it happen?
- Are there any other contributing factors?

If effective strategies can be implemented to eliminate the causes or minimize the risk, then injuries and illness will not occur.
For example:

<table>
<thead>
<tr>
<th>Task</th>
<th>Identified Hazard</th>
<th>Category/Type</th>
<th>Hazard Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taking out the garbage</td>
<td></td>
<td>Physical</td>
<td>Use of excessive force</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Awkward postures</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Broken glass</td>
</tr>
</tbody>
</table>

**Exercise 4: Identifying Hazards**

Continuing to use the information from Exercise 3, try to identify as many of the hazards that exist for each of the tasks.

*Remember:* ask yourself what things, situations, circumstances, conditions and behaviors are present for the task to help you identify all of the potential hazards. Don’t forget the four categories of hazards as well as the three sources.
Step 3: Evaluate and Prioritize Hazards

Hazard Evaluation

The consequences of an incident resulting from being exposed to a hazard can vary significantly. This leads us to the process of performing an assessment (evaluation) of the hazard to determine the degree of danger the identified hazards pose to workers. Once the degree of danger posed to workers has been determined, the decision can be made on how to deal with (or control) the hazard.

There are several different methods used to evaluate risk. One method involves evaluating risk based on three factors:

1. Frequency: How often you are exposed to that particular hazard WHILE performing that particular task
2. Severity: The average injury or illness you would expect from that hazard while performing that task
3. Probability: Likelihood an injury or illness is to occur from the hazard while performing that task

Then, apply this information to a risk evaluation scale.

Risk Evaluation Scale example:

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Severity</th>
<th>Probability</th>
</tr>
</thead>
<tbody>
<tr>
<td>How often are you exposed</td>
<td>How severe could your injury or illness be when exposed to this hazard?</td>
<td>What are the chances that you will be injured or become ill by the hazard while doing this task?</td>
</tr>
<tr>
<td>to the hazard while</td>
<td></td>
<td></td>
</tr>
<tr>
<td>completing this task?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4  One or more times/day</td>
<td>Serious injury/death</td>
<td>Will very likely occur (expected to happen)</td>
</tr>
<tr>
<td>3  One or more times/week</td>
<td>Medical aid</td>
<td>Could probably occur (has better than 50/50 chance of happening)</td>
</tr>
<tr>
<td>2  One or more times/month</td>
<td>Minor injury or illness/first aid</td>
<td>Possibility of occurring (known to have happened)</td>
</tr>
<tr>
<td>1  Less than once/month</td>
<td>No injury/illness/damage</td>
<td>Practically impossible to occur (1:1 000 000)</td>
</tr>
</tbody>
</table>

Add up the 3 numbers and rank the priority based on the following:

Low: 3-6 (L)  Medium: 7 – 9 (M)  High: 10 – 12 (H)
What is the difference between medical aid and minor injury/first aid?

Alberta WCB Policy 01-05: Part I provides the following interpretation of the Worker’s Compensation Act

2.0 Medical Aid

Section 1(1)(p) states that medical aid includes medical and other services provided by a person licensed to practice the healing arts in Alberta, and nursing, hospitalization, drugs, dressing, x-ray treatment, special treatment, appliances, apparatuses, transportation and any other matters and things that the Board authorizes or provides.

Coverage is also extended when an accident results in the loss, damage or breakage of an artificial limb, eyeglasses, dentures etc.

Medical aid that is considered first aid (see 3.0 below) does not need to be reported to WCB.

3.0 First Aid

First aid is limited to a one-time treatment, with follow-up visit if needed, for observation purposes only, of injuries such as minor cuts, scrapes, scratches, treatment of minor burns, removing splinters etc. or other minor injuries which do not require medical treatment beyond the date of accident.

First aid is the type of treatment performed regardless of who performs the treatment. In most cases, first aid treatment is provided by a first aid practitioner. However, there may be situations when the first aid treatment is provided by a physician or at a medical facility. These possibilities are more likely when:

- the hospital or health facility is the workplace
- the employer has on-site health care practitioners and health facilities
- the employer has specific contracts with health care facilities to provide first aid and health care to their workers

If the professional skills of a health care professional are required, and a first aid practitioner could not have provided the care and evaluation, the treatment is not first aid and should be reported to WCB.


Still unsure how your organization should differentiate between medical aid and first aid when evaluating hazards?

Contact the WCB to obtain additional information for the reporting and classification of medical aid vs. first aid claims. http://www.wcb.ab.ca/employers/
Hazard Prioritization

In order to evaluate the risk associated with each hazard, values are assigned for each of the three factors. The three values (severity, probability, frequency) are added together to get a total risk rating.

\[
\text{Frequency (F) + Severity (S) + Probability (P) = Total Risk}
\]

The larger the total risk number, the higher the risk associated with that hazard; therefore the higher the priority to implement methods to control the hazard.

Total Risk Ratings:

- **High** (Serious Risk; requires immediate attention) Total of 10, 11, or 12
- **Medium** (Moderate Risk; requires attention) Total of 7, 8, or 9
- **Low** (Low Risk; requires monitoring) Total of 3, 4, 5, or 6

Using this method, hazards that pose the highest risk are those with the value of ten and above while those posing the lowest level of risk have values of four and lower.

A formal hazard assessment (evaluation) is used to objectively determine which health and safety hazards need to be dealt with most urgently. A well done hazard assessment will allow you to prioritize the list of identified health and safety hazards which provides direction on where and how to focus your control methods.

In addition, consider using the following sources of information to help determine the appropriate values:

- Incident reports: review work activities that have resulted in numerous incidents or near misses, WCB claim records and first aid claim records.
- Severity of these incidents: consider reviewing work activities that have resulted in a serious injury or have a high potential for serious injury.
- Talk to workers: workers may be aware of unreported near misses, additionally workers are aware of how tasks are actually done vs. the way others expect them to be done.

**NOTE:** It is important to keep in mind that the evaluation of the risk and assignment of the values will take some time to complete, depending on the team. However, keep in mind the discussion is key to ensuring the entire team understands the hazard potential. The facilitator of the discussion should not average team scores when teams are having difficulty agreeing on the value. Rather, the facilitator should ask team members whether they feel strongly about their value:

- If they do, the facilitator should ask the team members to qualify their reason. After each team member has had the opportunity to explain their reason, you may find that most teams will be able to agree on a value.
- If not, the facilitator should ask the team for a compromise keeping in mind that those who did not get the value they wanted will have the opportunity to have the compromise work in their favor the next time.
The facilitator should also remind the team to err on the side of more potential vs. less potential. (NOTE: depending on the situation, it may be in the best interest of the facility to side in favor of the frontline worker who performs the job on a day-to-day basis.)

For example:

<table>
<thead>
<tr>
<th>Task</th>
<th>Identified Hazard</th>
<th>Frequency</th>
<th>Severity</th>
<th>Probability</th>
<th>Total</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Category/Type</td>
<td>Hazard Detail</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taking out the garbage</td>
<td>Physical</td>
<td>Use of excessive force</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Awkward postures</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Broken glass</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>5</td>
</tr>
</tbody>
</table>

**Exercise 5: Hazard Evaluation and Prioritization**

Using the hazard assessment document and the identified hazards from the previous exercise,

a) First, assign Frequency, Severity and Probability values to each hazard you identified using the Risk Evaluation Scale at the bottom of the formal hazard assessment form.

b) Then add up the three values to calculate the total risk for each hazard.

c) Finally, assign the priority for each hazard using the scale on the bottom of the formal hazard assessment form.
Step 4: Identify and Implement Hazard Controls

**Identify Hazard Controls**

In order for hazard controls to be effective, hazards should be controlled at their source (where the problem is created). The closer a control is to the source of the hazard the better or more effective it is going to be at reducing the hazard's potential risk.

Hazards can be controlled at the following three places:

- At the source
- Along the path to the worker (between the source and the worker)
- At the worker (always the last choice)

To determine if it is possible to control the hazard at the source, consider the following:

- Elimination:
  - Removing a hazardous job, tool, process, machine or substance is the best way of protecting workers.
- Substitution:
  - Doing the same work in a less hazardous way such as substituting a hazardous chemical with a less hazardous one.
- Isolation:
  - If you are unable to eliminate or replace a hazard, it can sometimes be isolated, contained or otherwise kept away from workers. I.e. sound reducing enclosures for noisy equipment.

However, if you cannot control the hazard at the source then it must be controlled along the path to the worker or at the worker using the hierarchy of controls as follows:

1. **Engineering Controls**

Engineering controls are often thought of as hard controls. They generally deal with installation or modification of equipment that control the hazard along the path to the worker. Usually the further a control keeps a hazard away from workers, the more effective it is. Examples of engineering controls include:

- Guarding on equipment to prevent worker contact with harmful blades or moving parts.
- Exhaust ventilation to remove toxic gases.
- Adjustable workstations to prevent ergonomic strains from poor posture.
- Pressure release valves to prevent vessels/compressed gases from exploding.
- Use of mechanical lifts to reduce ergonomic strain.
2. Administrative Controls

Administrative controls are thought of as soft controls and deal with directing the activities of workers. These controls do not eliminate the hazard but reduce worker exposure to the hazard (controlling the hazard along the path to the worker) or how workers deal with the hazard (controlling the hazard at the worker). Examples of administrative controls include:

- Pre-screening workers to ensure that they have the capabilities to perform the tasks.
- Describe how to safely do a job from start to finish by developing safe work policies, practices and procedures. Workers must be trained in these procedures. The employer is expected to ensure workers follow these practices. They must be periodically reviewed with workers and updated.
- Training workers to provide the skills, abilities and knowledge to work safely.
- Job scheduling and rotations to reduce the time that workers are exposed to a hazard.
- Housekeeping, repair & maintenance programs. Tools and equipment are less likely to cause injury if they are kept clean and well maintained.

3. Personal Protective Equipment (PPE)

Personal protective equipment is used when engineering and administrative controls are not possible or when workers require additional protection. Personal protective equipment is any device or item of apparel worn to protect the health and safety of workers.

Examples of PPE include:

- latex and rubber gloves,
- aprons,
- oven mitts,
- safety glasses or goggles,
- lifting belts,
- hearing protection,
- non-slip soled shoes,
- steel-toe boots,
- respiratory masks, and
- fall protection gear.

Remember as mandated by Part 18 (Personal Protective Equipment) of the AB OHS Code:

* Workers must be trained in the proper use, maintenance and storage of their PPE.
* Employers and workers must understand the limitations of PPE.
* Employers are expected to ensure workers wear PPE when it is required.
What are Effective Control Measures?

Effective engineering, administrative and personal protective equipment controls satisfy the following criteria:

a) They must be as close to the source of the hazard as possible.
b) They must adequately control the hazard, without creating new hazards.
c) They must allow employees to do their jobs without undue discomfort or stress.
d) They must protect every worker at risk of being exposed to the hazard.

For example:

<table>
<thead>
<tr>
<th>Task</th>
<th>Identified Hazard</th>
<th>Frequency</th>
<th>Severity</th>
<th>Probability</th>
<th>Total</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taking out the garbage</td>
<td>Physical</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>7</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td>Excessive use of force</td>
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<td></td>
<td>Awkward postures</td>
<td>3</td>
<td>3</td>
<td>2</td>
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<td></td>
<td>Broken glass</td>
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</tr>
</tbody>
</table>

**Control Measures**

- Engineering: Carts
- Administrative: MIP training, Safe Work Procedures
- PPE:

**Exercise 6: Identify and Implement Hazard Controls**

Using the hazards identified and prioritized in the previous exercises identify the appropriate control measures for each hazard.

*Remember* to identify not only control measures currently in place but measures that should be in place.
Implement the hazard control

Once hazard controls are identified, the team must create a hazard control plan for implementing the control. The hazard control plan should include:

1. The specific actions required to correct the problem.
2. Who is responsible for performing the corrective action.
3. When each corrective action is to be completed.
4. The date for when the corrective action should be reviewed to evaluate its effectiveness.

For example:

<table>
<thead>
<tr>
<th>Hazard Control</th>
<th>Action</th>
<th>Resources</th>
<th>Responsibility</th>
<th>Target date</th>
<th>Reviewed by/when</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carts for taking out the garbage</td>
<td>Purchase the carts</td>
<td>Capital budget</td>
<td>Executive Director</td>
<td>Oct 2014</td>
<td>February 2015</td>
</tr>
<tr>
<td></td>
<td>Assemble carts</td>
<td>Maintenance</td>
<td></td>
<td>Nov 14, 2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Get carts to floors</td>
<td>Maintenance</td>
<td></td>
<td>Nov 15, 2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inform staff on where, when and how to use the carts</td>
<td>Signage</td>
<td>Department Managers</td>
<td>Nov 15-17, 2014</td>
<td></td>
</tr>
</tbody>
</table>
Step 5: Communicate

Once the hazard controls are implemented:

An employer must ensure that workers affected by the hazards identified in a hazard assessment report are informed of the hazards and of the methods of control used to control or eliminate the hazards. *(OHS Code, Part 2, Worker Participation, 8(2))*

There are many different ways to communicate the hazard assessment report such as:

- Post the hazard assessment report on health & safety bulletin boards
- Discuss reports at Health and Safety Committee meetings as part of reviewing workplace hazards and incidents
- As part of the employee orientation process
- During regular training
- At Toolbox meetings
- As a standing agenda item for staff meetings
- In newsletters

Your organization may already have communication methods that you can use to communicate the hazard reports to all areas of the organization. Effective communication plans usually involve more than one communication method, such as posting the hazard assessment report on health & safety bulletin boards AND discussing the hazard assessment report at toolbox meetings.

* Important Note: Ensure that managers and workers understand that the use of controls is not "optional". Communication and enforcement of the use of the controls is essential.
Step 6: Evaluate Effectiveness & Review

The hazard assessment process doesn’t end once the controls are implemented. Instead, you must ensure the implemented controls are reviewed and checked to confirm they were implemented and working as planned. Consider reviewing implemented controls during inspections and during regular activities such as informal hazard assessments, hazard identification reports and incident reports.

Below are a few questions that help to evaluate the effectiveness of the controls:

- Have the controls solved the problem?
- Have the controls created any new hazards?
- Are all new hazards being identified and controlled?
- Are incident reports being analyzed?
- Are there any other measures required?

Hazard Assessment Review

It is important to recognize that the workplace is an ever-changing environment; therefore, formal hazard assessments are not a one-time process. This means the formal hazard assessment process for all jobs should be reviewed, repeated and updated as required by the Occupational Health and Safety Code, Part 2.

Complete a review of the hazard assessments:

- at regular intervals. The recommendation for the continuing care industry is to update hazard assessments on an annual basis.
- when changes to the operation are implemented.
- when new equipment comes into the facility.
- if incident investigations indicate any deficiencies.
- if trend analysis of incident statistics indicate problem areas.
- if regular workplace inspections indicate there are hazards that are not being controlled.
- if hazards are reported and the controls are not implemented or are not appropriate.

NOTE: the Formal Hazard Assessment report must be dated with

| The date the report was originally prepared | The date the report was revised |
Unit 3: Check Your Understanding

Answer the following questions. Be prepared to discuss your answers.

1. List the steps involved in the formal hazard assessment process.
   i) _________________________________________________________________
   ii) _________________________________________________________________
   iii) _________________________________________________________________
   iv) _________________________________________________________________
   v) _________________________________________________________________
   vi) _________________________________________________________________

2. When identifying hazards it is important to identify all potentially harmful situations, conditions and behaviours that come from what 3 sources?
   i) _________________________________________________________________
   ii) _________________________________________________________________
   iii) _________________________________________________________________

3. Fill in the blanks
   _________________ + _________________ + _________________ = Total Risk

4. The hierarchy of controls includes:
   i) _________________________________________________________________
   ii) _________________________________________________________________
   iii) _________________________________________________________________

5. In order for a control to be effective it must follow what four criteria?
   i) _________________________________________________________________
   ii) _________________________________________________________________
   iii) _________________________________________________________________
   iv) _________________________________________________________________

6. Why is it important to review and update hazard assessments?
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

7. When are 4 situations when hazard assessments should be reviewed and updated?
   i) _________________________________________________________________
   ii) _________________________________________________________________
   iii) _________________________________________________________________
   iv) _________________________________________________________________
1. Explain why hazard assessment and control is a key safety program activity. (intro)

2. Describe the hazard assessment and control legislated responsibilities for both employers and workers. (Unit 1)

<table>
<thead>
<tr>
<th>Employers</th>
<th>Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure formal hazard assessments are performed for all roles &amp; tasks performed in the facility.</td>
<td>Participate in formal hazard assessments or a review of formal hazard assessments when assigned.</td>
</tr>
<tr>
<td>Ensure those involved in the formal hazard assessments receive appropriate training.</td>
<td>Perform informal hazard assessments before starting work on any task.</td>
</tr>
<tr>
<td>Ensure identified hazards are evaluated and prioritized according to their risk.</td>
<td>Perform or review the formal hazard assessment prior to performing high-risk or non-typical tasks.</td>
</tr>
<tr>
<td>Ensure hazards are controlled using the hierarchy of controls.</td>
<td>Report new or uncontrolled hazards or changes to work operations affecting existing hazard assessments.</td>
</tr>
<tr>
<td>Maintain files (3 years).</td>
<td>Date and sign any forms used by the worker for hazard assessment.</td>
</tr>
<tr>
<td>Track results and ensure formal hazard assessments are updated as required.</td>
<td></td>
</tr>
</tbody>
</table>
3. Describe informal and formal hazard assessments. (Unit 2)

Informal Hazard Assessments
• Completed by workers before they start & while they are completing their tasks.
• May or may not involve a checklist.

Formal Hazard Assessments
• Completed by a hazard assessment team on an annual basis (at a minimum)
• The team uses a formal hazard assessment form to systematically identify, evaluate, prioritize and control hazards for all jobs and tasks in the organization.

4. Provide a definition of health and safety hazards. (Unit 2)

A health hazard is a physical, chemical, biological or psychological hazard which may cause acute or chronic health effect in exposed employees.
• For example, noise, dust, heat, ergonomics, etc.

A safety hazard is a substance, process, action or condition, which may endanger the immediate safety or employees.
• For example, chemical burns, shear points, slips and falls, etc.
5. Identify hazards according to their category and source. (Unit 2 & 3)

6. Perform a formal hazard assessment for various roles and tasks. (Unit 3)
7. Recommend ways to control hazards using the hierarchy of controls. (Unit 3)

8. Define practices to evaluate and monitor the effectiveness of hazard controls. (Unit 3)
In order for a safety program to be successful it must never be static. Just because the basic components and elements of the safety program are in place, it cannot be considered “complete”. Continuing care organizations are not static: staff, residents, equipment and the workplace environment change all the time. As the organization changes, so too must the safety program. It must continually evolve using the system outputs and lessons learned. The hazard assessment and control processes are involved in each phase of the Plan-Do-Check-Act model of continuous improvement as shown in the following diagram:
References


Appendix 1: Definitions

Accident
An undesired event that results in physical harm to a person or damage to property.

Audit
The evaluation of the effectiveness of a safety program.

Competent Worker
An adequately qualified, suitably trained person with sufficient experience to safely perform work with or without supervision.

Continuous Improvement
Always striving to innovate, implement and improve on current conditions.

Contractor
An individual, or employer, hired under contract to provide materials or services to another individual or employer. (Includes subcontractors).

Critical
Possesses a high potential for serious loss or injury.

Designated Person
A competent person identified by the employer, or by the employer’s representative, to perform specified jobs or tasks.

Direct Cause
Unsafe acts and unsafe conditions, which contribute in a chain of events leading to an accident.

Hazard
A situation, condition or thing that may be dangerous to the health and safety of workers.

Hazard Assessment
Functions, steps and criteria for the design and plan of work, which identify hazards, provide measure to reduce the probability and severity potential, identify residual risks and provide alternative methods of hazard control.

Hazard Control
Method used to eliminate or control loss.

I.D.L.H.
Immediately Dangerous to Life and Health.

Identified
To recognize as being shown to be a known, described or claimed thing.

Imminent Danger
A danger, which is not normal for that occupation, or a danger under which a person engaged in that occupation would not normally carry out in his work.

Incident
An unplanned, undesired event that results in injury or illness, damage to property, equipment, and/or the environment, or could have resulted in one of these effects (near misses).

Indirect Cause
The reason for the existence of lack of recognition of unsafe acts and/or unsafe conditions.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury</td>
<td>Effects of an accident to a person.</td>
</tr>
<tr>
<td>Inspection</td>
<td>The identification of deviations from a safety program.</td>
</tr>
<tr>
<td>Job Inventory</td>
<td>A comprehensive list of jobs and tasks produced from a systematic review of all jobs and tasks in the work area.</td>
</tr>
<tr>
<td>Legislation</td>
<td>Provincial or federal government standards in the form of written acts and regulations.</td>
</tr>
<tr>
<td>Loss</td>
<td>Injury to persons: physical, emotional, property or equipment damage, direct and indirect costs. E.g. Claims costs, downtime, retraining, investigation costs, emergency response costs, insurance, production loss, repair or replacement of property or equipment, legal costs.</td>
</tr>
<tr>
<td>MSDS</td>
<td>Material Safety Data Sheet.</td>
</tr>
<tr>
<td>Near Miss</td>
<td>An undesired event that, under slightly different circumstances, could have resulted in personal harm, property damage or loss.</td>
</tr>
<tr>
<td>Noise Exposed Worker</td>
<td>A worker exposed to noise or impulse noise above the Occupational Exposure Limits (OEL) prescribed in Occupational Health and Safety Code.</td>
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<tr>
<td>PPE</td>
<td>Personal Protective Equipment.</td>
</tr>
<tr>
<td>Prime Contractor</td>
<td>The contractor, employer, or other person who enters into an agreement with the owner of the work site to be the prime contractor or if no agreement has been made or if no agreement is in force the owner of the work site (2 or more employers involved in work at the work site).</td>
</tr>
<tr>
<td>Problem</td>
<td>Deviation from a standard.</td>
</tr>
<tr>
<td>Qualified Person</td>
<td>A person who, by possession of a recognized degree or certificate of professional standing, or who by extensive knowledge, training, and experience, has successfully demonstrated the ability to solve or resolve problems relating to the subject matter and work or to perform a specified task or job safely and correctly.</td>
</tr>
<tr>
<td>Risk</td>
<td>The chance that a hazard will result in an accident with definable consequences during a period of activity.</td>
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<tr>
<td>Root Causes</td>
<td>The underlying or basic factors that contribute to the direct cause of an accident or incident.</td>
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<tr>
<td>RPE</td>
<td>Respiratory Protective Equipment.</td>
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<tr>
<td><strong>Safe Work Practice</strong></td>
<td>A written set of guidelines that establish a standard of performance for an activity.</td>
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<td>-----------------------</td>
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<tr>
<td><strong>Safe Work Procedure</strong></td>
<td>A written, step-by-step instruction of how to perform a task from beginning to end.</td>
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<tr>
<td><strong>Safety Rule</strong></td>
<td>A single step to control loss developed by the company.</td>
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<tr>
<td><strong>Senior Manager</strong></td>
<td>The person with the authority to establish policies for the business concern. They usually do not directly supervise frontline employees but are responsible for decision making, policy making, financial matters, planning, etc.</td>
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<tr>
<td><strong>Shall</strong></td>
<td>Used to indicate the imperative that something is compulsory, obligatory or necessary (The employer shall ensure...).</td>
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<tr>
<td><strong>Unsafe Act</strong></td>
<td>Inappropriate action taken by a person that could result in loss.</td>
</tr>
<tr>
<td><strong>Unsafe Condition</strong></td>
<td>A condition that exists that could result in loss.</td>
</tr>
<tr>
<td><strong>WHMIS</strong></td>
<td>Workplace Hazardous Materials Information System.</td>
</tr>
</tbody>
</table>
Appendix 2: Pre-Task and Complex Task/High Risk Hazard Assessments Additional Information

1. Pre-Task Hazard Assessment

A pre-task hazard assessment is a documented hazard assessment that is carried out by an individual or a group of workers immediately before starting non-routine tasks or work at a temporary work site. For example:

- When a worker is required to perform non-routine maintenance or repair of equipment.
- When a worker is at a temporary work site (e.g. homecare workers).
- When there is new construction or installation at an existing facility when contractors are on-site.
- When a new work process is introduced and prior to updating the typical task hazard assessment (e.g. new materials, chemicals, equipment, or a procedure is introduced).
- When an existing work process or operation changes and prior to updating the typical task hazard assessment (e.g. a procedure has been changed to address an issue).

Completing a Pre-Task Hazard Assessment

Prior to starting any non-routine task or work at a temporary work site, a hazard assessment should be completed using a Pre-Task Hazard Assessment form. Doing so improves the workers ability to identify and eliminate hazardous conditions before they lead to a health or safety incident.

A pre-task hazard assessment involves considering the work to be done, and identifying the possible health and safety hazards. The checklist prompts workers to consider a wide range of hazards. When the hazards have been identified and documented, the next step is to determine how to eliminate or control the hazards to protect the health and safety of workers. The controls must be in place prior to starting work. The completed Pre-Task Hazard Assessment form should be signed and dated by the workers, including the supervisor, to confirm that everyone is aware of the hazards and understands how the hazards will be controlled.

A Pre-Task Hazard Assessment should be completed for each non-routine job or work at a temporary work site. In other words, due to the ever-changing nature of the work environment, a Pre-Task Hazard Assessment could be reviewed and updated prior to the start of work each time.
Sample Pre-Task Assessment form:

Home Care Pre Task Assessment

Date: 
Time: 
Task/Job: 
Site: 

On the other side of this form, list all hazards that may be present during the task(s). Here is a list of possible hazards to help you identify them. Put a mark beside all that apply and list them on the other side of this form.

### Outside Environment
- Animals
- Barriers
- Walkways

### Inside Environment
- Slips or Trips Possible
- Exposure to: Chemicals
- Noise
- Odors
- Smoke
- Waste
- Poor Lighting
- Too Hot/Too Cold
- Bugs
- Rodents
- Risk of: Verbal Abuse
- Physical Abuse

### Physical Hazards
- Manual Lifting
- Load Too Heavy
- Load Awkward
- Prolonged Bending
- Prolonged Twisting
- Repetitive Motion
- Parts of Body in Line of Fire
- Pinch Points
- Working in Tight
- Clearances
- Physical Limitation
- Need Assistance

### Personal Limitations/Hazards
- Procedure not available for task
- Confusing Instructions
- No training in procedure or task
- First time performing task
- Mental limitations/distraction
- Am I Physically Prepared and mentally focused to perform this Visit/Task?
- Yes
- No

<table>
<thead>
<tr>
<th>Inside Environment</th>
<th>Outside Environment</th>
<th>Physical Hazards</th>
<th>Personal Limitations/Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slips or Trips Possible</td>
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<tr>
<td>Exposure to: Chemicals</td>
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<td>Noise</td>
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<td>Odors</td>
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<td>Smoke</td>
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<td>Waste</td>
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<td>Poor Lighting</td>
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<td>Too Hot/Too Cold</td>
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<td>Bugs</td>
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<td>Rodents</td>
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<tr>
<td>Risk of: Verbal Abuse</td>
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<tr>
<td>Physical Abuse</td>
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<tr>
<td>Task</td>
<td>Hazards</td>
<td>Plans to Eliminate or Control Risk</td>
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</table>

Clean up / Close Out / Job Completed: ___________________________________________

- All members of the task group must sign this form prior to commencing work at task location.
- Once all the identified hazards are written on this form, complete the 3rd column: Plans to Eliminate or Control Risks.
- It is important that all the hazards have Plans to Eliminate or Control and that these plans are put in place.

Worker Name(s):
________________________________________
________________________________________
________________________________________
________________________________________

Supervisor Name:
________________________________________
## Sample Generic Pre Task Assessment

**Date:** __/__/__  **Work Order #:** __________  **N/A** □  **Company:** ________

**Job Description:** __________________________________________

---

**Pre Task Analysis must be completed at Job Site**

### Permits
- [ ] Obtained Required Permits
- [ ] Permit Receiver Confirmed Job Isolated
- [ ] Meet all Permit Conditions/Discussed with Crew
- [ ] Signed on to Exempt Job List
- [ ] Signed into Block/Unit
- [ ] Confined Space / Temporary Enclosure

### Permits
- [ ] Obtained Required Permits
- [ ] Permit Receiver Confirmed Job Isolated
- [ ] Meet all Permit Conditions/Discussed with Crew
- [ ] Signed on to Exempt Job List
- [ ] Signed into Block/Unit
- [ ] Confined Space / Temporary Enclosure

### Environmental
- [ ] Spill Potential
- [ ] Waste Handling Plan Required
- [ ] Waste Containers Available
- [ ] Gasket Disposal
- [ ] Containers Labeled

### Lifting/Pulling/Pushing
- [ ] Manual Lift/Pull/Push
- [ ] Assistance Required
- [ ] Mechanical Lift (Crane, Chain Fall)
- [ ] Condition of Equipment
- [ ] Correct Rigging Practice
- [ ] Excessive Force
- [ ] Crane Lift / Checklist

### Ergonomics
- [ ] Awkward Body Position
- [ ] Over-extension
- [ ] Sustained Position
- [ ] Repetitive Motion
- [ ] Twisting Motion
- [ ] Pre Task Stretch / Warm Up
- [ ] Reaction Forces

### Electrical
- [ ] Extension Cord Inspection
- [ ] Work On/Near Energized Equipment
- [ ] Procedure Required
- [ ] GFCI Test
- [ ] Qualified
- [ ] Voltage __________

### Housekeeping
- [ ] Aisles/Walkways Clear
- [ ] Trash Containers Available
- [ ] Congestion
- [ ] Loose Debris/Materials
- [ ] Hoses Coiled/Correctly Stored

### General
- [ ] Hot/Cold Surfaces
- [ ] Procedure Available
- [ ] Pinch Points
- [ ] Slip Potential
- [ ] Trip Potential
- [ ] Fall Potential
- [ ] Sharp Objects
- [ ] Tight Clearances
- [ ] Reactive Chemicals
- [ ] Industrial Hygiene
- [ ] Rotating Equipment
- [ ] Pressurized Lines/Equipment
- [ ] Weather Conditions
- [ ] Adequate Lighting
- [ ] Access/Egress

### PPE
- [ ] Available
- [ ] Trained in Use
- [ ] Inspected/In good condition
- [ ] Additional PPE Required

---

**Pre Task**

<table>
<thead>
<tr>
<th>Permits</th>
<th>Overhead Work</th>
<th>Tools/Equipment</th>
<th>Pre Task Triggers</th>
<th>Housekeeping</th>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ]</td>
<td>[ ] Barricades</td>
<td>[ ] Incorrect Tools for Job</td>
<td>[ ] Spill Potential</td>
<td>[ ] Aisles/Walkways Clear</td>
<td></td>
</tr>
<tr>
<td>[ ]</td>
<td>[ ] Signage</td>
<td>[ ] Permits Received</td>
<td>[ ] Waste Handling Plan Required</td>
<td>[ ] Hot/Cold Surfaces</td>
<td></td>
</tr>
<tr>
<td>[ ]</td>
<td>[ ] Workers in Area</td>
<td>[ ] Pedestrian/Bicycle</td>
<td>[ ] Permit Receiver Confirmed Job Isolated</td>
<td>[ ] Procedure Available</td>
<td></td>
</tr>
<tr>
<td>[ ]</td>
<td>[ ] Flagging</td>
<td>[ ] Overhead Work</td>
<td>[ ] Waste Containers Available</td>
<td>[ ] Pinch Points</td>
<td></td>
</tr>
</tbody>
</table>

---

**Post Job Checklist**

<table>
<thead>
<tr>
<th>Yes</th>
<th>N/A</th>
<th>Yes</th>
<th>N/A</th>
<th>Yes</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Job Cleaned Up</td>
<td>Permit Signage Off</td>
<td>Job Package Feedback Completed</td>
<td>Job Package Returned</td>
<td>Signed out of Block / Unit</td>
<td></td>
</tr>
</tbody>
</table>

---

**Name(s):** __________________________________________

Please Print Names of All Crew Members

**Sign On:** __________________________________________

Have Participated in the PTA Discussion/Analysis

---

---
2. High Risk / Complex Task Hazard Assessment

A high risk / complex task hazard assessment is a documented hazard assessment that is carried out when a more detailed hazard assessment is warranted due to the high risk or complexity associated with the task. Some examples of situations where high risk / complex task assignments may occur at your workplace are:

- When a task results in recurrent incidents or injuries.
- When a worker is required to perform high-risk maintenance or repair on equipment.
- When a new complex work process is introduced.
- When a worker is required to do something not often part of their routine.

Completing a High Risk / Complex Task Hazard Assessment

Prior to starting work on a high risk / complex task, a hazard assessment should be completed using a High Risk / Complex Task Hazard Assessment form. Doing so improves the workers ability to identify and eliminate hazardous conditions before they lead to a health or safety incident. The forms for typical task hazard assessments can be used; however, these forms are often not detailed enough when high risk / complex tasks are involved.

High risk / complex tasks must be broken down into a number of distinctive steps as a result of the high risk and complex nature of the task. The hazards for each step are assessed separately and controls are put into place forming the basis of a safe work procedure. A completed High Risk / Complex Task Hazard Assessment form must be signed and dated by the workers involved and the supervisor to confirm that they are aware of the hazards and understand how the hazards will be controlled.
## Sample High Risk / Complex Task Hazard Assessment

<table>
<thead>
<tr>
<th>Task</th>
<th>Steps</th>
<th>Identified Hazard</th>
<th>Frequency</th>
<th>Severity</th>
<th>Probability</th>
<th>Total</th>
<th>Priority</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Category/Type</td>
<td>Hazard Detail</td>
<td></td>
<td></td>
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<td>Engineering:</td>
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<td></td>
<td></td>
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<td>Administrative:</td>
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<td>PPE:</td>
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</table>

- **Location:**
- **Assessment Date:**
- **Department:**
- **Job Title:**
- **Shift:**
- **Hazard Assessment Team:**
- **Name:**
- **Title:**
- **New**
- **Revised**
- **Page of**
Appendix 3: Examples of Common Hazards by Department

**Nursing**

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Possible Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharps</td>
<td>Cuts/punctures/abrasions</td>
</tr>
<tr>
<td>Chemical</td>
<td>Dermatitis</td>
</tr>
<tr>
<td>Electrical Equipment</td>
<td>Shock / Electrocution</td>
</tr>
<tr>
<td>Awkward postures</td>
<td>Muscle strain</td>
</tr>
<tr>
<td>Aggressive resident</td>
<td>Multiple injuries</td>
</tr>
<tr>
<td>Oxygen</td>
<td>Fire</td>
</tr>
<tr>
<td>Slippery floors or sidewalks</td>
<td>Fractures / multiple injuries</td>
</tr>
<tr>
<td>Hand washing</td>
<td>Dermatitis</td>
</tr>
<tr>
<td>Chemical injection / ingestion</td>
<td>Poisoning</td>
</tr>
<tr>
<td>Compressed gas cylinder</td>
<td>Explosion / multiple injuries</td>
</tr>
</tbody>
</table>

**Stores**

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Possible Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moving objects</td>
<td>Strains</td>
</tr>
<tr>
<td>Electrical Equipment</td>
<td>Shocks / Electrocution</td>
</tr>
<tr>
<td>Autoclaves</td>
<td>Burns / explosion</td>
</tr>
<tr>
<td>Sharps Disposal</td>
<td>Cuts / punctures / abrasions</td>
</tr>
<tr>
<td>Falling objects</td>
<td>Head injuries</td>
</tr>
<tr>
<td>Awkward postures</td>
<td>Strains</td>
</tr>
</tbody>
</table>

**Clerical**

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Possible Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting long periods</td>
<td>Back strain</td>
</tr>
<tr>
<td>Improper light</td>
<td>Eye strain</td>
</tr>
<tr>
<td>Continuous computer use</td>
<td>Eye strain / carpal tunnel</td>
</tr>
<tr>
<td>Awkward postures</td>
<td>Back strain</td>
</tr>
<tr>
<td>Chemicals (adhesive/solvents)</td>
<td>Dermatitis</td>
</tr>
<tr>
<td>Tripping hazards (cords)</td>
<td>Multiple injuries</td>
</tr>
</tbody>
</table>
### Food Services

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Possible Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemicals</td>
<td>Dermatitis</td>
</tr>
<tr>
<td>Sharps (knives)</td>
<td>Cuts / abrasions</td>
</tr>
<tr>
<td>Floor mats</td>
<td>Multiple injuries</td>
</tr>
<tr>
<td>Wet floors</td>
<td>Multiple injuries</td>
</tr>
<tr>
<td>Inadequate/unused guards on appliances</td>
<td>Cuts / lacerations</td>
</tr>
<tr>
<td>Awkward postures</td>
<td>Strains (back / shoulders)</td>
</tr>
<tr>
<td>Lack of potholders / oven mitts</td>
<td>Burns</td>
</tr>
<tr>
<td>Grease spills</td>
<td>Burns / slips/ falls</td>
</tr>
<tr>
<td>Hot water / steam</td>
<td>Burns</td>
</tr>
<tr>
<td>Improper lighting</td>
<td>Eye strain</td>
</tr>
<tr>
<td>Electrical hazards</td>
<td>Shock / electrocution</td>
</tr>
<tr>
<td>Noise</td>
<td>Reduced hearing</td>
</tr>
<tr>
<td>Heat</td>
<td>Heat exposure</td>
</tr>
</tbody>
</table>

### Housekeeping

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Possible Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical</td>
<td>Dermatitis</td>
</tr>
<tr>
<td>Sharp Objects</td>
<td>Cuts / abrasions</td>
</tr>
<tr>
<td>Electrical hazards</td>
<td>Shock / Electrocution</td>
</tr>
<tr>
<td>Awkward postures</td>
<td>Strains</td>
</tr>
<tr>
<td>Reaching</td>
<td>Strains</td>
</tr>
<tr>
<td>Improper procedures</td>
<td>Repetitive motion strain</td>
</tr>
<tr>
<td>Body fluids</td>
<td>Chronic illness or infection</td>
</tr>
</tbody>
</table>

### Laundry

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Possible Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat</td>
<td>Heat exhaustion</td>
</tr>
<tr>
<td>Chemical</td>
<td>Dermatitis</td>
</tr>
<tr>
<td>Contaminated laundry</td>
<td>Infection</td>
</tr>
<tr>
<td>Awkward postures</td>
<td>Strains</td>
</tr>
<tr>
<td>Hot equipment</td>
<td>Burns</td>
</tr>
<tr>
<td>Electrical equipment</td>
<td>Shocks / Electrocution</td>
</tr>
<tr>
<td>Unguarded gears/belts</td>
<td>Crush / amputation</td>
</tr>
</tbody>
</table>
## Maintenance

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Possible Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemicals</td>
<td>Dermatitis</td>
</tr>
<tr>
<td>Confined space entry (boilers)</td>
<td>Respiratory / O2 Deficiency</td>
</tr>
<tr>
<td>Pressure (boilers)</td>
<td>Explosions</td>
</tr>
<tr>
<td>Heat (equipment)</td>
<td>Burns</td>
</tr>
<tr>
<td>Noise</td>
<td>Impaired hearing</td>
</tr>
<tr>
<td>Cold (outside work)</td>
<td>Frostbite</td>
</tr>
<tr>
<td>Sawing / grinding / cutting</td>
<td>Eye injuries</td>
</tr>
<tr>
<td>Working at heights (falls)</td>
<td>Multiple injuries</td>
</tr>
</tbody>
</table>

## Occupational Therapy

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Possible Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggressive residents</td>
<td>Multiple injuries</td>
</tr>
<tr>
<td>Chemicals/glue solvents</td>
<td>Dermatitis</td>
</tr>
<tr>
<td>Sharps (scissors)</td>
<td>Cuts / abrasions</td>
</tr>
<tr>
<td>Awkward postures</td>
<td>Strains</td>
</tr>
<tr>
<td>Hydrocolator</td>
<td>Burns</td>
</tr>
<tr>
<td>Heat Gun</td>
<td>Burns</td>
</tr>
</tbody>
</table>

## Pharmacy

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Possible Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemicals (solvents)</td>
<td>Dermatitis</td>
</tr>
<tr>
<td>Chemicals (splashing)</td>
<td>Eye injuries</td>
</tr>
<tr>
<td>Equipment</td>
<td>Burns</td>
</tr>
<tr>
<td>Sharps (glass)</td>
<td>Cuts / abrasions</td>
</tr>
<tr>
<td>Reaching</td>
<td>Strains</td>
</tr>
</tbody>
</table>

## Physiotherapy

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Possible Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awkward postures</td>
<td>Strains</td>
</tr>
<tr>
<td>Aggressive residents</td>
<td>Multiple injuries</td>
</tr>
<tr>
<td>Heat lamps</td>
<td>Burns</td>
</tr>
<tr>
<td>Hot pads</td>
<td>Burns</td>
</tr>
<tr>
<td>Equipment</td>
<td>Cuts / abrasions</td>
</tr>
</tbody>
</table>
### Volunteers

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Possible Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aggressive resident</td>
<td>Multiple injuries</td>
</tr>
<tr>
<td>Awkward postures</td>
<td>Strains</td>
</tr>
<tr>
<td>Sharps</td>
<td>Cuts / abrasions</td>
</tr>
</tbody>
</table>

### Recreation / Activities

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Possible Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical equipment</td>
<td>Shocks / electrocution</td>
</tr>
<tr>
<td>Awkward postures</td>
<td>Strains</td>
</tr>
<tr>
<td>Chemical (adhesives)</td>
<td>Dermatitis</td>
</tr>
<tr>
<td>Sharps (knives / scissors)</td>
<td>Cuts / lacerations</td>
</tr>
<tr>
<td>Lack of potholders / oven mitts</td>
<td>Burns</td>
</tr>
<tr>
<td>Grease spills</td>
<td>Burns / slips / falls</td>
</tr>
<tr>
<td>Hot water / steam</td>
<td>Burns</td>
</tr>
</tbody>
</table>
## Appendix 4: Sample Hazard Assessment Forms

### Sample Hazard Assessment & Analysis - Job Inventory

<table>
<thead>
<tr>
<th>Job Title</th>
<th># of Employees Performing Task</th>
<th>Hazard Assessment Completion Date</th>
<th>Priority Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>H</td>
</tr>
</tbody>
</table>

**Legend:**

- **H** = Health Hazards
- **S** = Safety Hazards

Prepared by: 
Date: 
Page of:
Sample Hazard Assessment & Analysis Task Inventory

<table>
<thead>
<tr>
<th>Task No.</th>
<th>Task Description</th>
<th>Potential Hazards</th>
<th>Priority Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepared by:</th>
<th>Date:</th>
<th>Page____ of ______</th>
</tr>
</thead>
</table>

Legend:
H = Health Hazards
S = Safety Hazards
# Field Risk Management Plan

<table>
<thead>
<tr>
<th>What I am Doing</th>
<th>What are the possible HAZARDS of doing the task</th>
<th>What will I do to reduce:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Sequence – List Tasks</td>
<td></td>
<td>1. The severity of consequence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. The likelihood of happening</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Potential Severity</th>
<th>Potential Likelihood</th>
<th>Potential Risk Factor</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Resulting Severity</th>
<th>Resulting Likelihood</th>
<th>Resulting Risk Factor</th>
</tr>
</thead>
</table>

**Steps to Achieve LOW Risk Factor**

1. Identify tasks in the job
2. Identify possible hazards for each task
3. Rate each hazard as H, M or L for:
   - “POTENTIAL” severity of the consequence
   - “POTENTIAL” likelihood of the consequence
   - Calculate the POTENTIAL risk factor (From Matrix)
4. Determine what you will do to reduce:
   - The severity of the consequence
   - The likelihood of the consequence
5. Rate the resulting risk as H, M or L for:
   - “RESULTING” severity of the consequence
   - “RESULTING” likelihood of the consequence
   - Calculate the RESULTING risk factor (From Matrix)
6. If the resulting risk factor is not rated LOW – JOB MUST BE STOPPED

**Scope or Condition Changes?**

<table>
<thead>
<tr>
<th>Severity</th>
<th>Likelihood</th>
</tr>
</thead>
<tbody>
<tr>
<td>H</td>
<td>M</td>
</tr>
<tr>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>M</td>
<td>H</td>
</tr>
<tr>
<td>L</td>
<td>M</td>
</tr>
<tr>
<td>L</td>
<td>L</td>
</tr>
</tbody>
</table>

**NOTE:** Activities to reduce risk should include the use of procedures as per the Maintenance Procedure Use Policy.
Sample Hazard Identification Report

Date of Report: 

Time of Report: 

Name of Identifier: 

Reported to: 

Date and Time: 

Hazard Description: 

Name of Witnesses: 

Additional Comments: 

Corrective Measures and Date: 

<table>
<thead>
<tr>
<th>Copies to</th>
<th>Safety Coordinator</th>
<th>Yes ( )</th>
<th>No ( )</th>
<th>Initials</th>
<th>Area Supervisor</th>
<th>Yes ( )</th>
<th>No ( )</th>
<th>Initials</th>
<th>Originator</th>
<th>Yes ( )</th>
<th>No ( )</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this a re-evaluation of a hazard?</td>
<td>Yes ( )</td>
<td>No ( )</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### FORMAL HAZARD ASSESSMENT

<table>
<thead>
<tr>
<th>Task</th>
<th>Identified Hazard</th>
<th>Category/Type</th>
<th>Hazard Detail</th>
<th>Frequency</th>
<th>Severity</th>
<th>Probability</th>
<th>Total</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>One or more times/day</td>
<td>Serious injury/death</td>
<td>Will very likely occur (expected to happen)</td>
<td>4</td>
<td>Score Range</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>One or more times/week</td>
<td>Medical aid</td>
<td>Could probably occur (has better than 50/50 chance of happening)</td>
<td>3</td>
<td>3 – 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>One or more times/month</td>
<td>Minor injury</td>
<td>Possibility of occurring (known to have happened)</td>
<td>2</td>
<td>7 – 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Less than once/month</td>
<td>No injury/damage</td>
<td>Practically impossible to occur (1/1,000,000)</td>
<td>1</td>
<td>10 – 12</td>
</tr>
</tbody>
</table>

#### Frequency + Severity + Probability = Total Risk

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Severity</th>
<th>Probability</th>
<th>Frequency + Severity + Probability + Total Risk</th>
<th>Hazard Control</th>
<th>Examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>One or more times/day</td>
<td>Serious injury/death</td>
<td>4</td>
<td>Score Range</td>
<td>Priority</td>
</tr>
<tr>
<td>3</td>
<td>One or more times/week</td>
<td>Medical aid</td>
<td>3</td>
<td>3 – 6</td>
<td>Low (L)</td>
</tr>
<tr>
<td>2</td>
<td>One or more times/month</td>
<td>Minor injury</td>
<td>2</td>
<td>7 – 9</td>
<td>Medium (M)</td>
</tr>
<tr>
<td>1</td>
<td>Less than once/month</td>
<td>No injury/damage</td>
<td>1</td>
<td>10 – 12</td>
<td>High (H)</td>
</tr>
</tbody>
</table>
Appendix 5: Sample Hazard Assessment Policy & Procedure

XYZ Long Term Care Facility is committed to the identification and analysis of any work hazard which could affect an employee's health or safety and the subsequent identification of ways to eliminate, contain or reduce the hazard or its effects.

Legislation requires documentation of all hazard assessments and the measures that have been taken to eliminate or control the hazards. Documentation assists to demonstrate management and employee awareness of potential hazards and the required control measures. Hazard assessments are required:

- before work begins at a work site
- at reasonable intervals to prevent the development of unsafe and unhealthy working conditions
- prior to the onset of any new construction
- with the introduction of any new equipment
- with the introduction of any new process / procedure
- when a work process or operation changes

Workers will be involved in the hazard assessment, prioritization and control process for their work areas.

An annual review of all Hazard Assessment, Prioritization and Control Forms will be completed.

When hazards are identified, actions will be taken to eliminate that hazard. If it is not possible to eliminate the hazard, controls will be used to reduce the hazard. Controls must be considered in the following order:

1. Engineering Controls: Engineering controls provide the highest degree of control, because they eliminate or control the hazard at its source.
2. Administrative Controls: Administrative Controls include policies and procedures to further control the hazard to a level as low as reasonably achievable.
3. Personal Protective Equipment (PPE): As a last resort, PPE may be required to lessen the potential harmful effects of exposure to a known hazard. PPE includes clothing and devices worn by the worker, such as gloves, masks, and steel toed boots.

A combination of engineering controls, administrative controls and the use of personal protective equipment may be required to reduce the risk of injury to the greatest degree possible.
Employees will be informed of the hazards identified for their job classification and work area, and the methods that are in place to control or eliminate the hazards. Employees at each work site must have on site access to the documentation of workplace hazards and controls present at their work site.

All employees must comply with control measures and procedures and take responsibility to routinely monitor work activities and immediately report any new hazards.

**PROCEDURE:**

1. When required according to the policy above, and at minimum annually, teams (Minimum: 1 Manager / 2 Staff Members) at each unit work area will review all work procedures, the physical work area and machinery and equipment to identify potential injury or health risks and the possible outcomes of injury or exposures. All staff involved in the review of the Hazard Assessment, Prioritization and Control will sign to acknowledge their participation.

2. Identified hazards will be reviewed and prioritized, and existing control measures will be reviewed to determine if additional control measures are required. Newly identified hazards are added to this listing and analyzed by means of this procedure. The hazards will be listed in order of priority, with those of highest priority appearing first.

3. If further controls are required, an Action Plan will be developed with responsibilities assigned using the Hazard Evaluation and Control Action Plan form.

4. Changes to the Hazard Assessment, Prioritization and Control Form will be communicated to affected employees, and employees will acknowledge this communication by initialing the signature page of the form.

5. Copies of the Hazard Assessment, Prioritization & Control Form and Hazard Control Action Plan are to be stored on a clipboard in the work area or at a central location accessible to all staff.

All OH&S Information is to be kept for a minimum of three years.

There are specific responsibilities/duties for employers that are outlined in Occupational Health and Safety Code, Part 2. They are:

Hazard Assessment

7(1) An employer must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site.

7(2) An employer must prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified.

7(3) An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it.

7(4) An employer must ensure that the hazard assessment is repeated

(a) at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions,

Important Note: perform hazard assessments periodically, even when nothing has changed. This ensures that workers are following correct procedures and that equipment is in proper work condition. (Work Safe AB)

(b) when a new work process is introduced,

Important Note: a new work process may involve the use of new or different materials, equipment, etc. which workers are unfamiliar. (Work Safe AB) E.g., a new resident lift from a different manufacturer, a new mopping system, etc.

(c) when a work process or operation changes, or

Important Note: even small changes such as type of cart used to transport materials can significantly affect the workers safety. (Work Safe AB)

(d) before the construction of significant additions or alterations to a work site.

Important Note: hazard assessment tries to prevent potential problems and prevent them from being built into the construction of significant additions or alterations to a work site. (Work Safe AB) E.g. the flooring transition from the original structure to the new addition
7(5) A prime contractor must ensure that any employer on a work site is made aware of any existing or potential work site hazards that may affect that employer’s workers.

Worker Participation

8(1) An employer must involve affected workers in the hazard assessment and in the control or elimination of the hazards identified.

8(2) An employer must ensure that workers affected by the hazards identified in a hazard control assessment report are informed of the hazards and of the methods used to control or eliminate the hazards.

Hazard Elimination and Control

9(1) If an existing or potential hazard to workers is identified during a hazard assessment, an employer must take measures in accordance with this section to

(a) eliminate the hazards, or
(b) if elimination is not reasonably practicable, control the hazard.

9(2) If reasonably practicable, an employer must eliminate or control a hazard through the use of engineering controls.

9(3) If a hazard cannot be eliminated or controlled under subsection (2), the employer must use administrative controls that control the hazard to a level as low as reasonably achievable.

9(4) If the hazard cannot be eliminated or controlled under subsections (2) or (3), the employer must ensure that the appropriate personal protective equipment is used by workers affected by the hazard.

9(5) If the hazard cannot be eliminated or controlled under subsections (2), (3) or (4), the employer may use a combination of engineering controls, administrative controls or personal protective equipment if there is a greater level of worker safety because a combination is used.

Emergency control of hazard

10(1) If emergency action is required to control or eliminate a hazard that is dangerous to the safety or health of workers,

(a) only those workers competent in correcting the condition, and the minimum number of necessary to correct the condition, may be exposed to the hazard, and
(b) every reasonable effort must be made to control the hazard while the condition is being corrected.

10(2) Sections 7(2) and 7(3) do not apply to an emergency response during the period that emergency action is required.
Health and safety plan

11 If ordered to do so by a Director, an employer must prepare and implement a health and safety plan that includes the policies, procedures and plans to prevent work site incidents and occupational diseases at the work site.

In addition, there are specific hazard assessment responsibilities for the employer regarding *Workplace Violence in the OHS Code, Part 27* and *Working Alone in the OHS Code, Part 28*, which state:

**Part 27 Violence**

**Hazard assessment**

389 Workplace violence is considered a hazard for the purposes of Part 2.

The Code goes on to state additional requirements for Violence which includes: policy and procedure, instruction of workers and response to incidents.

**Part 28 Working Alone**

**Application**

393(1) This Part applies if

(a) a worker is working alone at a work site, and
(b) assistance is not readily available if there is an emergency or the work is injured or ill.

393(2) Working alone is considered a hazard for the purposes of Part 2.

The Code goes on to state additional requirements for Working Alone regarding precautions required.