**Purpose**

*Organization’s Name* believes that all whom come to *Organization’s Name* worksites have the right to be informed of hazards that they may encounter while present at any worksite belonging to *Organization’s Name*. Therefore, in order to maintain a healthy, safe workplace for all, it is necessary for the identification and control of hazards.

**Policy**

*Organization’s Name* is committed to proactively identifying hazards, recommending controls/ actions and evaluating said actions to prevent occurrence and/or recurrence of negative effects of exposure to hazards.

**Definitions**

* **Hazard:** a situation, condition or thing that may be dangerous to health and safety
* **Hazard Assessment:** an assessment made in accordance with Part 2, Part 5 Section 45, or Part 27 of the Alberta Occupational Health and Safety legislation - Code. Systematic process to identify, evaluate and control real or potential hazards in the workplace (e.g., Working Alone, Violence in the Workplace, Materials Handling, Confined or Restricted Space, day to day job tasks, etc.).

**Responsibilities**

Employers will:

* Assess hazards, both existing and potential.
* Create a hazard report.
* Ensure that identified hazards are controlled.
* Repeat/review hazard assessments.
* Ensure that workers are involved in the identification of hazards.

Supervisors will:

* Ensure all workers under their supervision are aware of all known or foreseeable hazards.
* Ensure that all workers are using identified controls as outlined in the hazard assessment.

Workers will:

* Report hazards to the employer.
* Use all controls, including all PPE, as identified by the employer.

**Procedure**

***Step 1: Identification***

* In order ensure a complete hazard assessment process *Organization’s Name* will keep inventory of all operations/activities/jobs performed. This will include the equipment, materials, tools, ergonomic factors, and chemicals used with all jobs/tasks, as well as any environmental factors that impact the work;
* *Organization’s Name* will initiate and complete the hazard identification process: before work begins at a work site; at reasonable intervals [can indicate what the interval will be such as annually, keep in mind that health and safety programs under Part 5 must be evaluated at a minimum every 3 years]; prior to the onset of any new construction, introduction of any new equipment, new process/procedure, operational changes; when hazards are reported; the results of incident investigation, incident trend analysis or when regular workplace inspections indicate there are hazards that are not being controlled.
* In order to complete the hazard identification process, *Organization’s Name* will ensure that all employees affected by the hazards are involved in the identification process [can indicate how this participation will occur such as team created with the supervisor etc.]
* In addition to ensuring worker involvement will ensure that all *Organization’s Name* [list all of the individuals in your organization that will be trained to facilitate the hazard assessment process, for example managers, supervisors, HSC members/HS representatives] will be trained in hazard assessment to facilitate this process.
* After identifying hazards (chemical, physical, biological, psychological), ensuring both physical and health hazards are identified, the hazards will be evaluated for risk.
* All hazard assessments will be documented on [indicate what form your organization will use and where the form can be found].

***Step 2: Control***

* Once hazards are identified, *Organization’s Name* will takeaction to eliminate the hazard. If elimination is not possible, *Organization’s Name* will control identified hazards utilizing a combination of the following controls:

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.

***Step 3: Communication***

* *Organization’s Name* is committed to fulfilling employees right to know. To communicate hazard identification information all [identify where hazard assessments will be kept such as departments, units etc.] will contain a binder with associated hazard assessments.
* If a change occurs to any identified hazard or controls in the hazard assessment, *Organization’s Name* will ensure that affected employees are immediately informed through [list how it is that employees will be informed].

***Step 4: Review***

* The Manager/Supervisor, with input from the Hazard Assessment team, shall ensure hazard assessments are reviewed and approved on an annual basis. Hazard Assessments must also be reviewed when:
* Changes in the work area or work procedures occur
* New equipment is acquired, or a new work process is introduced
* A site-specific hazard assessment identifies a new hazard
* Work site inspection identifies a new hazard
* A work site incident investigation identifies a new hazard

**Forms/Appendicies** [Organizations would list forms, checklists and policies that are associated with this policy]

Example:

* Hazard Assessment template (See CCSA template)

**References**

Alberta Occupational Health and Safety Code, June 2018