



## Site Specific Hazard Assessments

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### What is a site-specific hazard assessment?

Site-specific hazard assessments (also called field-level hazard assessments) are in fact an administrative control used to address hazards that show up as a result of changing circumstances at a work site.

The process to check for any unexpected hazards, or hazards for which additional controls may be needed. These are used in addition to the formal hazard assessments and when:

- Work is conducted at alternate, temporary or mobile sites
- Workers are conducting activities at a work site they do not normally work at or a work site that is not owned by their employer
- A new activity has been temporarily introduced at the work site

The purpose of site-specific hazard assessments is to flag hazards identified or introduced by change. Any hazards identified are to be eliminated or controlled right away, before work begins or continues. When necessary the formal hazard assessments should be reviewed and updated to reflect any changes.

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### Definition of types of work sites

#### *Temporary*

- When conditions are not permanent, where a new process or activity has been temporarily introduced into the work site.

For example, a pipe bursts and due to flooding an office needs to be relocated or the building needs to be evacuated to a temporary location. This can also be when new equipment is introduced or even a change in resident behavior.



### *Alternate*

- Any place other than the regular work site where official work can be performed by an employee

Example; manager completes inspection at a building that has no workers on site or housekeeping goes on to site once a month.

### *Mobile*

- Method of working that isn't tied to a physical location

Example; buses going to a different location, vehicles travelling to location that has not been travelled to previously.

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### **When should site-specific hazard assessments be used?**

Site-specific hazard assessments are not required to be used on a daily basis. However, employers must ensure the process is communicated to all employees and they are aware **when** they should complete a site-specific hazard assessment.

An example of this would be use of site-specific hazard assessments for mobile locations. If the organization has a bus, the process does not need to be used each time the bus goes out, rather the organization needs to ensure workers are aware of the following:

- What potential hazards have been identified in the formal hazard assessments?
- What controls are in place for these hazards and are the controls readily available should they be required?
- Has there been a change such as weather or road conditions?
- When should they complete the site-specific hazard assessment due to a new hazard or a change to ensure they are adequately protected?
- What do they do with the site-specific hazard assessment once completed?

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### **How do organizations ensure site specific hazard assessments are used?**

1. Employers must ensure they have a site-specific hazard assessment policy and procedure in place. This is important so all employees understand the process and when it is required to be utilized.
2. The employer must ensure clear communication of the process to all employees, this includes workers in all departments.



## What do auditors look for?

### Temporary (over the last 12 months)

- Did the organization have any sites that evacuated?
- Was there any new equipment that was introduced?
- Was there any construction that occurred, whether it be new or renovations?

### Alternate

- Does the employer own any alternate work sites?
- Do employees go to work sites they do not normally work at (whether it is owned by the employer or not), are there formal hazard assessments completed for this task?
- Have any site-specific hazard assessments been done in the last 12 months due to a new identified hazard on the alternate work site?

### Mobile

- Does the employer have a bus?
- Do any employees travel for work or work-related purposes?
- Review formal hazard assessments to identify potential hazards in these cases have been identified.
- Were there any hazards identified that were not found in the formal hazard assessment, if so, was a site-specific hazard assessment completed?

### What documents does the auditor need to verify?

- Is there a policy or procedure for employees to conduct site -specific hazard assessments?
- Are sites- specific hazard assessments completed consistently and regularly?
- Do formal hazard assessments indicate use of site-specific hazard assessment when needed?
- If necessary, have formal hazard assessments been adjusted to reflect hazards indicated in site-specific hazard assessments?

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For more information about site-specific hazard assessments please visit our website and review the [site-specific policy](#) and [forms](#) template. Alberta Government also has a [hazard assessment and control handbook](#) that is very beneficial.