

# HAZARD ASSESSMENT & REPORTING JULY SAFETY SEGMENTS



The Alberta legislation states that a hazard is a "situation, condition, or, thing that may be dangerous to the health and safety of workers." With the help of hazard assessments, we are able to build a healthier and much safer workplace. This process provides the workplace an opportunity to prevent injuries and illnesses by identifying any hazards and implementing appropriate controls.

## PSYCHOLOGICAL HEALTH AND SAFETY FACTOR: CLEAR LEADERSHIP AND EXPECTATIONS

### DIRECTIONS

Start the discussion by setting the expectations for creating a safe space and respecting everyone's feedback. Print out or show an electronic copy of the [Clear Leadership and Expectations](#) article by the University of Alberta. Be sure to watch the [video](#) attached in the article as well. After everyone is done, use the guiding question below to facilitate a group discussion.

### SAFETY SEGMENT DISCUSSION

Guiding Questions:

- What does a healthy workplace look like?
- What happens when there is clear leadership and expectations in the workplace?
- Who has the responsibility to ask questions?

Notes to the Team Leader:

- Facilitate an atmosphere of support and openness to feedback by encouraging the staff to share experiences or opinions without fear of reprisal.



Follow the CCSA and check our other resources.



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## TYPES OF HAZARD ASSESSMENTS

### DIRECTIONS

Start the discussion by setting the expectations for creating a safe space and respecting everyone's feedback. Print out or show an electronic copy of the [Types of Hazard Assessments](#) infographic by the CCSA. After everyone is done, use the guiding questions below to facilitate a group discussion.

### SAFETY SEGMENT DISCUSSION

Guiding Questions:

- What is the difference between Informal and Formal Hazard Assessments?
- When should a Site-Specific Hazard Assessment be done?
- When is a High Risk/Complex Task Hazard Assessment needed?

Notes to the Team Leader:

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## HOW TO CONDUCT A HAZARD ASSESSMENT

### DIRECTIONS

Start out the discussion by setting the expectations for creating a safe space and being respectful of everyone's feedback. Watch the video [The Job Hazard Assessment - A Hazard Assessment Training Video](#) and use the guiding questions to facilitate a group discussion.

### SAFETY SEGMENT DISCUSSION

#### Guiding Questions:

- Why do we need to do hazard assessments?
- Who should perform the hazard assessment?
- What are some mandatory elements of a hazard assessment?

#### Notes to the Team Leader:

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## REPORTING

### DIRECTIONS

Start the discussion by setting the expectations for creating a safe space and respecting everyone's feedback. Print out or show an electronic copy of the [Hazard Reporting by Employee](#) document by the Canadian Centre for Occupational Health and Safety. After everyone is done, use the guiding question below to facilitate a group discussion.

### SAFETY SEGMENT DISCUSSION

Guiding Questions:

- What should you report to my supervisor/manager?
- Who else besides your supervisor and manager can you report any hazards to?
- Why is it important that we report hazards?
- What is the reporting process for hazards found in your organization?

Notes to the Team Leader:

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## EFFECTIVE CONTROL MEASURES

### DIRECTIONS

Start out the discussion by setting the expectations for creating a safe space and being respectful of everyone's feedback. Watch the video [Hierarchy of Controls in Hazard Control](#) and use the guiding questions to facilitate a group discussion.

### SAFETY SEGMENT DISCUSSION

#### Guiding Questions:

- What are some examples of engineering controls?
- What are some examples of administrative controls?
- Why is PPE the least effective control?

#### Notes to the Team Leader:

- Facilitate an atmosphere of support and openness to feedback by encouraging the staff to share experiences or opinions without fear of reprisal.

