**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 Code Part 2, Part 5 Section 45, or Part 27 of the Alberta Occupational Health and Safety legislation.

**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 to ensure a complete hazard assessment process *Organization’s Name* will keep an 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] 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, *Organization’s Name* will ensure that all [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 safety and health hazards are identified, the hazards will be evaluated for risk [indicate how the organization does evaluate the 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 [identify who with the manager/supervisor will review the hazard assessment such as a Hazard Assessment team], shall ensure hazard assessments are reviewed and approved on [identify what the organization’s pre-determined review schedule will be such as 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, December 1, 2021