**Purpose**

[Organization’s name] is committed to providing a healthy & safe environment for all persons at or in the vicinity of [Site Name]. To ensure a healthy and safe environment where conditions change frequently site-specific hazard assessments are essential to identifying and controlling as far as reasonably practical all potential hazards.

**Policy**

Site-specific hazard assessments involve a process to check for the introduction of any unexpected hazards, or hazards for which additional controls may be needed. In the continually changing environment of Continuing Care, hazards can change frequently. Therefore, a system is needed to reduce the risk to all parties at or in the vicinity of the work site using Site Specific Hazard Assessments.

Site-specific hazard assessments need to be conducted before work begins at a new work site, or if new hazards have been introduced to a familiar work site. These should be repeated as conditions at the work site change.

Site-Specific Hazard Assessments are required when:

* 1. Work is conducted at temporary work site. This may include such events as taking residents off-site, off-site meetings, office relocation, or evacuations.
	2. Work is conducted at a mobile work site. This could include maintenance that travels to other locations to perform or work travel that is for work-related tasks.
	3. Workers are conducting activities for the first time at a work site not owned by their employer.
	4. A new activity has been introduced (temporarily or permanently) at the work site. This could include if a staff member has been assigned a new task or a new piece of equipment has been introduced.
	5. A routine task where the conditions have changed, such as a resident behaviour

**Definitions**

* **Alternate work site:** Any place other than the regular work site where official work can be performed by an employee. They are working at a place other than their regular workplace
* **Hazard:** A situation, condition or thing that may be dangerous to health and safety. These can include physical, chemical, biological or psychological hazards that have the potential to cause harm.
* **Hazard Control:** Methods used to eliminate or control loss:
* **Mobile Work Site:** Method of working isn’t tied to one standard physical location
* **Temporary Work Site:** When conditions are not permanent, where a new process or activity has temporary introduced into the work site
* **Work Site:** A location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

**Responsibilities**

* **[Employers representative e.g. manager, supervisors]:** lead the site-specific hazard assessment and ensure affected workers are involved. Review competed site-specific hazard assessments and ensure controls are implemented.
* **Workers:** be involved in completing site-specific hazard assessments, are aware of the controls put in place and they must utilize/follow the controls identified.
* **HSC:** reviewing completed site-specific hazard assessments and assessing the need to update the formal hazard assessments.[Include if in your procedure you identify if HSC will review]

**Procedure**

1. The [identify employer role] and affected worker(s) shall complete a Site-Specific Hazard Assessment when any situation listed above is identified.
2. Using the Site-Specific Hazard Assessment form [identify where it is that the form is kept] the team will analyze the environment, routines and procedures to identify potential hazards and required controls:
	1. Review all aspects of the work task and/or equipment
	2. Identify and document all potential hazards
	3. Identify control measures required. Think about:
		1. What control methods are not in place
		2. Who is responsible to put the needed controls into place?
		3. When are the controls to be in place?

Work can not proceed until adequate controls are in place.

1. [identify employer role] are required to ensure controls identified in the Site-Specific Hazard Assessment are implemented.
2. [identify employer role] is to communicate the hazard and ensure workers are following the controls.
3. If work site condition continues to change repeat the site specific procedure.
4. All Site-Specific Hazard assessments will be reviewed by [identified who within your organization would be responsible for this review; supervisor, manager, HSC] to identify if updates to the formal hazard assessment are needed.

**Forms/Appendixes:** [Organizations would list forms, checklist and policies that are associated with this policy]

* Site Specific Hazard Assessment Form (see CCSA template)
* Formal Hazard Assessment (see CCSA template)
* Formal Hazard Assessment Form (see CCSA template)

**Reference:**

Alberta Occupational Health and Safety Act, April 1, 2023

Hazard Assessment and Control: a handbook for Alberta employers and workers, 2023 Alberta Government