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| **ABC COMPANY – Occupational Health and Safety Program** | | |
| **Hazard Recognition, Evaluation and Control** | | Issue date:  Review date: |
| Approved by: | Reviewed by: | |

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

# 1.0 PURPOSE

Recognizing, evaluating and controlling hazards are key activities in the success of an effective occupational health and safety program. The purpose of this procedure is to systematically identify, evaluate, and control hazards in the workplace to ensure a safe and healthy environment for all employees. This procedure applies to all employees, contractors, visitors, and other personnel within ABC Company’s premises or job sites.

# 2.0 DEFINITIONS

**Hazard:** an unsafe condition or activity that, if left uncontrolled, can contribute to an unintentional injury, illness or property damage.

**Hazard Assessment**: a formal, written document that takes a thorough look at the workplace including hazard recognition, evaluation and control.

**Hazard Recognition:** identify hazards and risk factors that have the potential to cause harm.

**Hazard Evaluation:** analyze and evaluate the risk associated with that hazard.

**Hazard Control:** determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated.

# 3.0 RESPONSIBILITIES

**Employer:**

* Identify what hazards are in the workplace and notify workers and supervisors of them.
* Provide and maintain a healthy and safe workplace by ensuring hazards are found and managed effectively.
* Provide instruction to workers on how to protect themselves and others from hazards in the workplace.

**Supervisor:**

* Advise workers of the hazards in the workplace.
* Enforce the requirements, practices and procedures that are in place to prevent injuries.
* Provide instruction to workers on how to protect themselves and others from hazards in the workplace.

**Worker:**

* Report hazards to the employer and supervisor.
* Follow the requirements, practices, and procedures put in place to prevent injuries.
* Participate in instruction and training sessions.

**OHS Committee, WHS Representative or Designate:**

* Participate in conducting Hazard Assessments
* Make recommendations and follow-up to ensure that corrective actions are effective

# 4.0 PROCEDURE

## 4.1 Hazard Identification

Hazards exist on every worksite. Recognizing hazards is the first step in preventing illness, injury and property damage in the workplace. While identifying hazards, examine all components of the workplace (*People, Environment, Materials, and Equipment*) to identify what risks are present. It is important to look for both present and potential hazards. **ABC Company** will identify hazard through the following methods:

**Workplace Inspections**: Regular inspections will be conducted to identify physical, chemical, biological, ergonomic, and psychosocial hazards. See the *Workplace Inspections Procedure* for more details.

**Employee Reporting**: Employees are encouraged to report any hazards they encounter through the **ABC Company’s** hazard reporting system (forms, email, or verbal communication).

**Hazard Assessments**: A hazard assessment is a thorough assessment of the workplace or a specific task. The purpose is to identify actual and potential hazards in the workplace, with the intent to first eliminate or minimize the hazard.

**Pre-Job Hazard Assessment**: Pre-job hazard assessments will be completed by a supervisor, with the help of workers, prior to the start of work. To ensure the safety of workers, all identified controls will be implemented prior to commencing the job.

## 4.2 Hazard Evaluation

Once hazards have been recognized, the potential loss to people, equipment, materials and the environment must be assessed. The main factors to be considered when evaluating potential risk include severity of the risk, probability of the hazard resulting in injury, and the frequency of worker exposure.

* **Determine Risk Level:** Once hazards are identified, assess the risk by evaluating the likelihood of occurrence and the severity of potential consequences. Use a risk matrix to categorize risks:
  1. Low Risk: Minor injuries or insignificant damage (e.g., slips and trips with minimal consequences).
  2. Medium Risk: Moderate injury or damage (e.g., chemical burns, falls from low height).
  3. High Risk: Serious injury or death (e.g., machine entanglement, exposure to toxic chemicals).
* **Evaluate Controls:** Identify any existing control measures already in place to mitigate identified risks (e.g., PPE, machine guards, ventilation systems).
* **Risk Prioritization:** Prioritize the identified risks based on their severity and likelihood. High and medium risks will be addressed first, while low risks will be monitored.

Use the Risk Evaluation Table to determine the level of risk and assign a priority level.

|  |  | **Frequency** | | | |
| --- | --- | --- | --- | --- | --- |
|  |  | **Very likely** | **Likely** | **Possible** | **Unlikely** |
| **Severity** | **Catastrophic** | **1** | **1** | **2** | **3** |
| **Critical** | **1** | **1** | **2** | **3** |
| **Marginal** | **2** | **2** | **3** | **4** |
| **Negligible** | **3** | **3** | **4** | **4** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Severity** | **Definition** |  | **Frequency** | **Definition** |
| Catastrophic | Death or fatal injury | Very Likely | The hazard is very probable or observed daily |
| Critical | Permanent disability, severe injury or illness | Likely | The hazard is probable or observed weekly |
| Marginal | Injury or illness that requires medical attention and time loss from work | Possible | The hazard is possible or observed monthly |
| Negligible | Treatable first aid injury, no time loss from work | Unlikely | The hazard is likely to be observed on a yearly basis |

## 4.3 Hazard Control

The next step is to identify controls that will help reduce the risk to workers. Control of hazards must follow the hierarchy of controls.

* **Hierarchy of Controls**: This hierarchy is a step-by-step process in eliminating or reducing the risk that hazards may pose to employees. In order, the following steps must be considered:
  + Elimination: Remove the hazard entirely (e.g., eliminate the need for a hazardous substance or process).
  + Substitution: Replace the hazardous material, tool, or process with a safer alternative (e.g., replacing toxic chemicals with less harmful ones).
  + Engineering Controls: Install physical changes such as machine guards, ventilation systems, or noise barriers.
  + Administrative Controls: Change work procedures (e.g., rotating workers to reduce exposure time or implementing standard operating procedures).
  + Personal Protective Equipment (PPE): Provide appropriate PPE such as gloves, helmets, goggles, or respirators when other controls are not sufficient.
* **Implementation**: Supervisors are responsible for ensuring that appropriate control measures are implemented and maintained in the workplace.
* **Training**: All workers will be trained on hazard identification, risk assessment, and the use of control measures. This training will be provided upon hiring and at regular intervals thereafter.

## 4.4 Review and Monitoring

ABC Company will conduct regular checks to monitor the effectiveness of implemented control measures. Any new hazards or changes to the workplace (e.g., new equipment, chemicals, or processes) will require a new hazard assessment.

## 4.5 Documentation and Reporting

All hazard assessments, including risk evaluations and control measures, must be documented and stored for future reference. This documentation will be kept for a minimum of 7 years.

An annual review of all hazard assessments will be conducted to ensure they remain up to date and reflect current conditions and practices.

# 5.0 COMMUNICATION

Identified hazards and control measures will be communicated through regular safety meetings, toolbox talks, and training sessions. Appropriate warning signs, labels, and safety instructions will be posted in areas where hazards are identified. Employees will be encouraged to provide feedback on hazard assessments and control measures to continuously improve safety practices.