

## HAZARD RECOGNITION, EVALUATION AND CONTROL SAMPLE – HAZARD ASSESSMENT FORM

<b>Section:</b>	Human Resources-Employee Wellness/Occupational Health & Safety		
<b>Title:</b>	Hazard Recognition Evaluation and Control Process (Hazard Assessment)	<b>Date:</b>	
<b>Issuing Authority:</b>	V.P. Human Resources	<b>Page:</b>	1 of 2
<b>Policy:</b>	<p>In keeping with the Policy Statement, all employees who provide a service have a right to a safe environment. Hazard Identification and Assessment will be completed in order to identify critical hazards that may be present in the workplace. It is the responsibility of the manager of the applicable department to ensure that all hazards are identified, assessed, prioritized and documented and that Occupational Health and Safety Committees play an active role in this exercise.</p> <p>It is also the responsibility of managers to inform employees of the hazards that exist in their areas of responsibility.</p> <p>All contract personnel must also be made aware of all hazardous conditions in their area of work.</p>		
<b>Definition:</b>	A hazard is defined as a condition or practice with the potential for accidental loss.		
<b>Procedure:</b>	<p>The hazard recognition, evaluation and control process will be conducted by a member of the site occupational health and safety committee and the manager (or designate) of the particular area or activity.</p> <p>Once completed the assessment report will be forwarded to the Manager and Director of the area of activity. The manager and director will review the recommended actions and timelines and suggest changes if necessary. The process of implementing controls will be carried out, in the order of priority as prescribed on the hazard assessment form. Any identified hazard(s) that represents an imminent danger or threat to life, property or the environment must be dealt with immediately.</p> <p>It will be the discretion of the manager and director of the affected area to determine if any specific recommendations require intervention by senior levels of the administration.</p> <p>The employer will provide training in the hazard recognition, evaluation and control process to the following individuals who will then be responsible for conducting hazard assessments in their individual workplaces:</p> <ul style="list-style-type: none"> <li>• Managers or designate;</li> <li>• Department safety teams;</li> <li>• Site Occupational Health and Safety Committee Members;</li> </ul> <p>The hazard assessment process consists of the following components:</p> <ul style="list-style-type: none"> <li>• Identification of critical hazards;</li> <li>• Assessment of the hazard;</li> <li>• Documentation and prioritization of critical hazards;</li> <li>• Completion of action plan with recommendations for corrective action, including reasonable target dates;</li> </ul>		

# HAZARD RECOGNITION, EVALUATION AND CONTROL

## SAMPLE – HAZARD ASSESSMENT FORM

- Provide a copy of the assessment form to the manager responsible to ensuring recommendations are adequate and implemented;
- Follow-up to be provide as noted on assessment form, with a report to site Occupational Health and Safety Committee;
- Provide awareness information to employees, contractors and the general public;

### HAZARD ASSESSMENT RATING SCALE

This is a form that is included in the hazard assessment package that acts as a guide for users of the hazard assessment. It defines what severity and probability are, how they are rated in the hazard assessment, and how the hazard assessment itself is evaluated.

Severity is derived from the loss most likely to occur as a wrongful performance of a task. Severity is rated from one through four:

1. **No injury or lost time** - First aid injury or illness, insignificant property damage
2. **Minor injury** - Medical aid injury, minor injury or illness, minor property damage
3. **Lost time injury** – Serious injury/illness, no permanent disability, significant damage
4. **Permanent disability** – Permanent disability, fatality, loss of structure

Any hazard that has a rating of four is automatically a number one priority.

Probability is the loss likely to occur whenever a particular task is performed and is influenced by: hazardousness, difficulty, complexity, and chance. Probability is ranked from one through three:

1. **Low** – probability of loss occurring (improbable)
2. **Moderate** – probability of loss occurring (possible)
3. **High** – probability of loss occurring (likely)

The risk is evaluated by the following equation:

**Probability X Severity = Hazard Priority Ranking**

Range of Hazard/Priority Rating 1 -12

Table 1. Table to establish when controls are required.

					Serious								Extreme	
1	2	3	4	5		6	7	8	9	10		11	12	
Acceptable Hazards													Unacceptable Hazards	

(|| represents subjective limits; these limits may vary depending on the condition.)

In this example, a hazard rating of 1 through 5 is determined to be an acceptable risk; any rating of 6 or greater indicates that some form of control should be implemented.

**NOTE:** Because areas and activities may differ greatly it will be the responsibility of the assessment team to determine the thresholds for what is determined an acceptable and unacceptable risk.