

Hazard Assessment

Policy Number: 12/211.07 (02)
Adopted: Mar. 25/02

The purpose of this policy is to promote safe work by identifying and classifying hazards in the workplace, and by increasing our employees level of awareness of the hazards in the workplace.

Departments will conduct a hazard assessment of their various work sites utilizing department heads, supervisors and employees to identify, prioritize and control the hazards associated with the work being performed.

Departments will be responsible for:

- Documenting the hazards identified
- Prioritizing the hazards
- Writing recommendations for the correction of those hazards identified
- Presenting the recommendations to the appropriate personnel. (Joint Health and Safety Committee).
- Aid in establishing timelines for the implementation of the identified controls
- Follow-up on the progress of the recommendations.

The safety information in this policy does not take precedence over OH&S Regulations. All employees should be familiar with OH&S Act and Regulations applicable to their work.

HAZARD IDENTIFICATION

Rating Table:

Frequency of Exposure

- High(3) One or more times each day
- Medium (2) Two or more times a week
- Low (1) Less than once a month

Potential Consequence

- High (3) Serious injury / death
- Medium (2) Time loss / Medical Aid
- Low (1) No injury likely / First Aid

Hazard Probability

- High (3) Will very likely occur
- Medium (2) Some chance of occurring
- Low (1) Not likely to happen at all

Determine the factor for each category using the tables above. Start with the Frequency of Exposure, Potential Consequence and Hazard Probability and rate the activities Identified. You will end up with each activity having a three number code assigned to it.

Once you have assigned a rating to each hazard, rearrange your list by prioritizing them in order of most hazardous to least hazardous. You then move onto Hazard Control where you will identify if there are control measures in place to prevent an incident or whether something needs to be put in place to prevent an incident.

Mayor

DATE: March 25, 2002

Chief Administrative Officer

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