# Hazard Identification and Control Program

*This template has been developed as a starting point and must be customized with company-specific information. Ensure wording reflects the intent and commitment to implement what is described.*

[COMPANY] commits to identifying hazards in all areas of the workplace and evaluating the risks associated with these hazards in order to implement and monitor control measures that eliminate or mitigate the risk of injury and property damage.

All workplaces have a legal obligation under the Occupational Health and Safety Regulation (sections 3.3, 5.54 & 9.9) to carry out a risk assessment on their work activities with the aim of clearly identifying significant hazards that workers and other people on-site might be exposed to.

[COMPANY] considers that this same process may be applicable to any case in which a safety concern, incident/near miss or inspection may indicate the presence of workplace hazards and therefore would require the appropriate approach to effectively mitigate them.

## Roles and Responsibilities

**Manager/Owner**:

* Ensure risk assessments are conducted for jobs/tasks
* Prepare safe work procedures and train workers in these procedures as they apply
* Ensure effective implementation through competent supervision and enforcement

**Supervisors**:

* Actively participate in hazard identification activities such as risk assessment, workplace inspections, etc.
* Communicate hazard reports to the manager/owner
* Implement control measures as assigned by the manager/owner
* Review risk assessments to ensure they are up-to-date and accurately identify hazards
* Involve workers in identifying existing and potential hazards to which they may be exposed
* Effectively communicate hazard and risk information to the workers
* Effectively communicate control measures, procedures and practices to the workers
* Enforce the correct use of control measures in their area

**Workers**:

* Report hazards to their supervisor
* Follow the safe work procedures that apply to their job/role
* Correctly use control measures as implemented
* Participate in the risk assessment process, whenever possible

## Risk Assessment Process

An effective hazard identification and control program should include risk assessment, which is a documented, systematic process that identifies and assesses existing and potential health and safety hazards associated with a task and/or job. Methods for controlling these hazards are also identified and then incorporated into written safe work procedures (SWPs). A risk assessment follows these steps:

* Identify job descriptions for all positions & the associated tasks
* List the actual and potential hazards categorized by type: biological, chemical, physical, psychological
* Assess risk and categorize all identified hazards in accordance with their risk level (high, medium, etc.)
* Implement appropriate controls using hierarchy of controls

To make sure that as many applicable hazards are identified as possible, this process must include the input of a worker knowledgeable about the task or job, their supervisor/manager, the Worker Health and Safety Representative, and, whenever possible, the manufacturer of the equipment being operated or the manufacturer’s operating manual at a minimum.

Once identified, the hazards are evaluated, and the level of risk is determined by using the Risk Matrix (see Risk Assessment form).

Each hazard is assessed twice, the first time considering it is uncontrolled (no control measures in place) and the second time considering it is controlled (all applicable controls in place). Adequate control measures are selected in order to lower the risk level, as reflected in the second assessment.

## Selection of Control Measures

The Hierarchy of Control is then used to determine which control measures to apply to mitigate each hazard. The control measures at the top of the hierarchy are potentially more effective and protective than those at the bottom. Implementing, in most cases, a combination of control measures in the order determined by the hierarchy can increase their combined effectiveness. A team approach will be utilized in the identification and implementation of control measures.

The control measures are specifically identified and indicated in the hazard identification/risk assessments, and then included in the safe work procedures. Once implemented, employees are trained in the proper use, maintenance and inspection of these control measures as indicated in the assessments. Compliance with these control measures is enforced via crew talks/toolbox talks and workplace inspections.

## Safe Work Procedures

[COMPANY] has taken the steps to develop safe work procedures (SWPs). SWPs not only contain the step-by-step procedure to perform a job task, but also include the following information relating to safety:

* the list of identified hazards associated to the job,
* the overall risk rating for the job,
* the control measures that the employee must ensure are in place (personal protective equipment, signage, etc.),
* any safety precautions that need to be taken before and during the job,
* any training, inspection and housecleaning requirements for the job.

SWPs are utilized to train employees and as reference material when conducting an inspection or investigation.

## Training & Communication

All employees at [COMPANY] will be made aware of this program and will be trained in the safe work procedures relating to the tasks included in their job positions. They must successfully pass a competency test for each safe work procedure to be authorized to perform the respective task. This test is conducted by the person responsible for the training and must be documented.

## Recordkeeping

Risk assessments and safe work procedures will be maintained as part of due diligence.

## Program Review

This program will be reviewed by both the Owner/senior manager and the Worker Health and Safety Representative every year. It may also be reviewed at any time if:

* There are changes to the regulations that affect the program,
* If new hazards have been identified in the process that were not previously considered/captured,
* If there is a major change in operations (i.e., new equipment, processes, materials),
* An incident or serious near miss occurs, or
* The program is not working effectively.

## Document History

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| --- | --- | --- | --- |
| Version No. | Revision Date | Revision completed by | Reason for Revision |
| 1 |  |  | New Program |
| 2 |  |  |  |

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| --- | --- |
| Date approved: | Approved by: |
| [DATE] | [NAME], [TITLE] |