

## Workplace Hazards Analysis Policy



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Health & Safety Policies	December 17, 2019	176-2019	1	2
Subsection	Repeals By-Law Number		Policy Number	
Workplace Hazard Analysis	27-2012		HS-09	

### Purpose

In order to adequately control workplace hazards it is critical to first identify those hazards. By completing a comprehensive hazard assessment the employer will provide optimum protection of people, equipment, material, and environment, will ensure that workplace activities are performed with maximum safety, and will be able to provide instruction to people performing the activities on how to avoid exposure to hazards.

### Responsibility

Senior Leadership Team Members are responsible for ensuring that a workplace hazard analysis is completed for each of the workplaces under their control.

Division Leads and Team Leads are responsible for completing the hazard analysis for their workplace.

### Procedure

1. Complete an **occupation** inventory for the workplace. List all occupations included in collective agreements as well as any non-bargaining unit occupations.
2. For each occupation listed, identify the **main activities** that would be performed. Consider job descriptions and time sheets where employees charge time to specific tasks.
3. Identify the **hazards** associated with each of the main activities identified.
4. Rate the hazards identified for loss potential based on **severity, frequency, and probability**. Evaluate the loss potential as if no controls were in place.
5. Develop safe operating procedures for all main activities with high loss potential.
6. Review controls and procedures on a regular basis (at least annually) to ensure that they remain adequate to protect against identified hazards.
7. Review main activities on a regular basis (at least annually) to ensure that no new hazards have been introduced.

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8. When the activities being done are non-routine work activities, or activities being performed for the first time, a hazard analysis will be completed at that time.

### **Training**

Senior Leadership Team members and Division and Team Leads will receive training on conducting and completing workplace hazard assessments.

Completed workplace hazard assessments will be used as part of new worker orientation and as required for training review.

### **Definitions**

**Occupation** - a person's occupational title or position in the organization. An example of an occupation would be *Diesel Mechanic*. We get our occupations from Collective Agreements and Organization Charts.

**Main Activity** - all of the activities of a workplace that make up a job or process. (Tasks that happen occasionally, are not attached to a process or job, or pose little hazard are not included as a main activity.) An example of a Main Activity for a *Diesel Mechanic* would be *service Van 601*. We get our main activities from Job Descriptions or time sheets.

**Hazard** - a condition, practice or substance with the potential for causing loss, injury, or harm to life, health, and property.

**Severity** - is a measure of the impact of the incident as derived from the costs of the losses being incurred or the loss most likely to be incurred.

**Frequency** - considers a combination of the number of persons performing a task and the number of times each person performs the task.

**Probability** - is the likelihood that the hazard will result in loss.

### **References**

The Occupational Health and Safety Act (Ontario) - Section 25 (2) (a), (h)