

9.1 HAZARD RECOGNITION AND REPORTING PROGRAM

A. Purpose

Hazard recognition is the process of identifying agents or conditions which have the potential to cause harm to a worker's health and safety. Once identified, hazards must be reported, assessed, and controlled.

B. Definitions

Hazardous Condition/Act:

Unsafe Act: Are behaviours which could lead to an accident/incident. Examples of unsafe acts can include using equipment in an unsafe or careless manner or not using personal protective equipment as required.

Unsafe Condition: Are circumstances which could allow the accident to occur. Examples of unsafe conditions can include inadequate, improper or lack of guarding, slippery work surfaces, electrical grounding requirements not observed, containers that are not labeled.

C. Roles and Responsibilities

Supervisor/ Principal

- When a Hazard comes to the attention of Board Staff, the immediate supervisor will be informed. The supervisor will take immediate appropriate action by investigating the situation.
- It is expected that most hazards can be corrected quickly by staff at that location.
- Staff are responsible to fill in the Hazard or Incident Report Form (see attached) reporting the hazardous condition / act.
- Responsible to rate all hazards as major, moderate or minor hazards.
- Hazards must be reported in a timely manner. If a hazard cannot be immediately resolved at the location, the supervisor will initiate the necessary action and interim corrective measures to ensure the safety of all.

This action may include:

- Requesting maintenance investigate
- Involving senior management
- Preparation of a Safe Work Practice
- Where a hazard has the potential to injure, immediate temporary corrective action is required to be taken, by the Supervisor.

- To ensure that all the corrective action(s) are completed.
- To ensure that copies of the hazard report are distributed to the Health and Safety Officer, and Co-chairs of the JHSC.
- Should a hazard remain unresolved, the Health and Safety Officer and an appropriate worker member of the JHSC will be advised.

Worker

- Is responsible to report immediately to his/her supervisor, the existence of any hazard of which he or she is aware.
- Will assist the supervisor with completing the Hazard Report form.

Health and Safety Officer

- Act as a resource for identifying hazards and may assist in implementation of controls.
- Will follow-up with the supervisor and/or worker to ensure that all actions have been completed.
- Review completed hazard reports to identify any other improvements, corrective action or proactive initiatives.
- Will provide a summary/ evaluation of reported Hazardous Unsafe Conditions and corrections, to senior management.

D. Procedures

Hazard Reporting

If a hazard is identified that requires immediate attention in order to protect the safety of the students and staff, a **Hazard or Incident Report Form 3** should be filled out and submitted to the Health & Safety Site Representative and the immediate supervisor.

Hazard Assessment

Assessing health or safety hazards is a means of understanding the effects of the hazard and measuring the actual or potential exposure of workers to the hazard. Controls are put in place to eliminate, prevent, or minimize exposure of the worker to the hazard. There are two main types of hazards: health and safety.

Hazards may be recognized through:

- Workplace inspections – formal and informal
- Concerns reported by workers, supervisors, and the employer
- Job hazard analyses

- Studies/statistics – sick leave patterns, frequency/severity rates

HEALTH HAZARDS

A health hazard is any agent that can cause harm to the body when excessive exposure takes place. These agents include chemical, physical, biological, ergonomic factors, and workplace stressors.

Chemical hazards:

- Can be toxic, corrosive, cancer causing, cause fires and explosions, or cause dangerous reactions.
- Can be recognized through evaluation of MSDS's, WHMIS labels, Designated Substance Regulations, and Regulation 833 (Control of Exposure to Biological or Chemical Agents).

Physical Hazards:

- Are agents that are forms of energy such as noise, vibration, radiation (laser beams, UV, X-rays) and temperature.

Biological Agents:

- Are living things, or by-products of living things such as bacteria, viruses, fungi, and plants

Ergonomic Factors:

- Factors may include force, repetition, mechanical stress, inadequate lighting, and poor posture. Issues to be considered include work station and equipment design, and how they interact with the worker.

Workplace Stressors:

- Include everyday stress that could be caused by work overload or underload, loss of control, role uncertainty and conflict, working alone, and workplace violence.

SAFETY HAZARDS

Safety hazards have the potential to cause injury, a substandard act, or condition.

Safety hazards include such items as:

- Energy
 - Pneumatic or hydraulic pressure
 - Steam

- Machines
 - Moving shafts
 - Belts
 - Pulleys
 - Blades and saws

- Material handling
 - Lifting
 - Lift trucks
 - Conveyors

- Work practices
 - Failure to have or follow policies, procedures, training, and,
 - Enforcement of those policies and procedures

After one or more hazards have been identified, a document shall be created identifying the main activities for all jobs or occupations. When hazards are identified, the level of risk for each hazard shall be estimated for addressing the hazard (Job Hazard Analysis).

9.3 HAZARD ASSESSMENT

The next step is carefully assessing the potential consequences of an incident caused by the hazard. The level of risk associated with the hazard is estimated by considering a combination of two factors: (1) frequency, or how often the function or activity is done and, (2) the severity of the consequences if it did happen relating to workers and/or damage to equipment or property.

RISK ASSESSMENT = FREQUENCY X SEVERITY

HAZARD FREQUENCY

Estimating frequency of hazards can be categorized as:

High: likely to occur when exposed to the hazard (Level 3)

Medium: possibly to occur at some point (Level 2)

Low: unlikely to occur (Level 1)

HAZARD SEVERITY

Severity estimates provide the potential for damages or harm, and can be categorized as:

High: May cause death or loss of a facility (Level 3)

Medium: May cause injury but is not life threatening (Level 2)

Low: May not affect personal safety or health (Level 1)

Ranking Hazards

Once the hazards have been identified or anticipated, the hazards must be ranked to determine which are the most in need of effort at developing controls, safe work practices, or procedures.

Once all activities have been assessed, the priority is to work on the highest risk numbers first.

Example:

Entering a pumping station and climbing down 15 feet to take readings. It has been determined workers enter the pumping station once per week, and this is a confined space where a worker could be overcome by a toxic gas. In addition, falling hazards and electrical hazards are identified.

Frequency = 2 *It has been determined this is a medium frequent job function.*

Severity = 3 *It has been determined this has high severity consequences.*

Therefore the risk assessment would be:

Frequency (2) X Severity (3) = Risk Assessment (6)

CONTROLS

When determining what controls are going to be put into place, several factors shall be met:

1. the hazard must be adequately controlled
2. any new hazards must not be created
3. any undue discomfort or stress must not be created
4. environmental hazards outside the workplace must not be created

There are three methods for controlling hazards: at the source, along the path, and at the worker.

At the source: this is the ideal control because it eliminates the hazards from the workplace.

Along the Path: These controls are placed between the source of the hazard and where the work is being performed.

At the Worker: This is the least preferred method of control, however, there are situations where this is the only possible point of control for a given hazard. The worker must use personal means, such as personal protective equipment, to control exposure, such as safety boots, head protection, hearing protection, SCBA, etc.

Hazard Types

Physical Hazards	Chemical Hazards	Biological Hazards	Ergonomic Hazards	Psycho-Social Hazards
Cluttered work areas	Cleaning products	(fungi (eg. Molds)	Lifting/lowering or carrying heavy loads	Working alone
Slips/trips and falls	Asbestos	Viruses and/or bacteria	Pushing/Pulling heavy objects	Violence or abuse
Falls from heights	Wood Dust	Blood/Body Fluids	Bending/Twisting motions	Shift work
Struck by or against objects/people	Paints or solvents		Above shoulder level work	Overuse of voice
Caught in, under or between objects	Disinfectants		Reaching to lift or perform work	Environmental/geographic conditions
Cuts, punctures and abrasions	Combustion gases		Grasping, clenching and/or pinching with force	Work related stress
Burns			Highly repetitive lifting or hand/arm motions	Communicable disease/public health issues
Fire/Explosion			Holding awkward positions for long periods of time	
Electricity and static electricity			Poor workstation design	
Extreme heat or cold			Working in tight areas	
Noise				
Confined Spaces				
Vibration				
Poor lighting/visibility				
Sunburn				
Insect Bites				
Vehicles				
Adverse weather conditions				

HAZARD ASSESSMENT BY POSITION
POSITION: HEAD/ASSISTANT HEAD CUSTODIAN

Hazard	Frequency			Severity			Risk Assessment Rating	Hazard Control		
	HIGH (3)	MEDIUM (2)	LOW (1)	HIGH (3)	MEDIUM (2)	LOW (1)		PPE	Training	Other
Fall from heights-over 3.3 metres		X		X			6	X	X	
Fall from heights-under 3.3 metres		X			X		4		X	
Slips/Trips or falls - working outside building		X			X		4	X	X	Footwear Policy
Slips/Trips or falls - working inside building			X		X		2	X	X	Footwear Policy
Exposure to chemicals (handling and use)			X		X		2	X	X	Dispensing System
Exposure to asbestos			X	X			3		X	Asbestos Plans
Exposure to blood borne pathogens	X				X		6	X	X	
Muskuloskeletal injuries (lifting, floor care etc...)		X			X		4	X	X	Work Design Controls
Hearing Impairment from noise (operation of equipment)			X			X	1	X	X	Work Design Controls
Visual impairments from operation of equipment			X			X	1	X		
Repetitive movements		X		X			2		X	Work Design Controls
Operation of motor vehicle			X		X		2	X	X	
Struck by or against objects/people		X				X	2		X	
Cuts, punctures and/or abrasions		X				X	2		X	
Exposure to Electricity related hazards		X		X			6		X	Procedure
Exposure to extreme heat/extreme cold		X			X		4	X		Work Design Controls
Exposure to asbestos		X			X		4	X	X	Procedure/Plan
Exposure to paints or solvents		X			X		4	X	X	

Recommended PPE
Safety Shoes or boots
Safety Glasses
Safety Helmets
Safety masks
Hearing protection
Dust masks
Rubber gloves
Face shield (where required)
Fall and Arrest Harness (where required)

Recommended Training
Hazard Identification
Designated Substances
Footwear Policy
Workplace Violence
Workplace Harassment
Lockout/Tag out
Electrical Safety
Managing Workplace Hazards
Asbestos Awareness
Emergency Procedures
Slips, Trips, Falls
Personal Protective Equipment
WHMIS Refresher
Ladder Safety
Fire Safety
Clean Sweep
Manual Lifting Techniques
Use of Mechanical Lifting Devices
Working from Heights
Hand Hygiene
Blood Borne Pathogens

Hazard Frequency
“HIGH” - Likely to occur when exposed to the hazard (Level 3)
“MEDIUM” - Possible to occur at some point (Level 2)
“LOW” - Unlikely to occur (Level 1)

Hazard Severity
“HIGH” - May cause death or loss of facility (Level 3)
“MEDIUM” - May cause injury but is not life threatening (Level 2)
“LOW” - May not affect personal safety or health (Level 1)

HAZARD ASSESSMENT BY POSITION

POSITION: CUSTODIAN

Hazard	Frequency			Severity			Risk Assessment Rating	Hazard Control		
	HIGH (3)	MEDIUM (2)	LOW (1)	HIGH (3)	MEDIUM (2)	LOW (1)		PPE	Training	Other
Fall from heights-over 3.3 metres		X		X			6	X	X	
Fall from heights-under 3.3 metres		X			X		4		X	
Slips/Trips or falls - working outside building		X			X		4	X	X	Footwear Policy
Slips/Trips or falls - working inside building			X		X		2	X	X	Footwear Policy
Exposure to chemicals (handling and use)			X		X		2	X	X	Dispensing System
Exposure to asbestos			X	X			3		X	Asbestos Plans
Exposure to blood borne pathogens	X				X		6	X	X	
Muskuloskeletal injuries (lifting, floor care etc...)		X			X		4	X	X	Work Design Controls
Hearing Impairment from noise (operation of equipment)			X			X	1	X	X	Work Design Controls
Visual impairments from operation of equipment			X			X	1	X		
Repetitive movements		X				X	2		X	Work Design Controls
Operation of motor vehicle			X		X		2	X	X	
Struck by or against objects/people		X				X	2		X	
Cuts, punctures and/or abrasions		X				X	2		X	
Exposure to Electricity related hazards		X		X			6		X	Procedure
Exposure to extreme heat/extreme cold		X			X		4	X		Work Design Controls
Exposure to asbestos		X			X		4	X	X	Procedure/Plan
Exposure to paints or solvents		X			X		4	X	X	

Recommended PPE
Safety Shoes or boots
Safety Glasses
Safety Helmets
Safety masks
Hearing protection
Dust masks
Rubber gloves
Face shield (where required)
Fall and Arrest Harness (where required)

Recommended Training
Hazard Identification
Designated Substances
Footwear Policy
Workplace Violence
Workplace Harassment
Lockout/Tag out
Electrical Safety
Managing Workplace Hazards
Asbestos Awareness
Emergency Procedures
Slips, Trips, Falls
Personal Protective Equipment
WHMIS Refresher
Ladder Safety
Fire Safety
Clean Sweep
Manual Lifting Techniques
Use of Mechanical Lifting Devices
Working from Heights
Hand Hygiene
Blood Borne Pathogens

Hazard Frequency
"HIGH" - Likely to occur when exposed to the hazard (Level 3)
"MEDIUM" - Possible to occur at some point (Level 2)
"LOW" - Unlikely to occur (Level 1)

Hazard Severity
"HIGH" - May cause death or loss of facility (Level 3)
"MEDIUM" - May cause injury but is not life threatening (Level 2)
"LOW" - May not affect personal safety or health (Level 1)

HAZARD ASSESSMENT BY POSITION
POSITION: EDUCATIONAL ASSISTANT

Hazard	Frequency			Severity			Risk Assessment Rating	Hazard Control		
	HIGH (3)	MEDIUM (2)	LOW (1)	HIGH (3)	MEDIUM (2)	LOW (1)		PPE	Training	Other
Muskuloskeletal injuries (lifting, restraining etc..)		X			X		4	X	X	
Violence in the workplace from students	X				X		6		X	
Operation of Motor Vehicle			X		X		2	X	X	
Fall from heights-under 3.3 metres		X			X		4		X	
Slips/Trips or falls - working outside building		X			X		4	X	X	Footwear Policy
Slips/Trips or falls - working inside building		X			X		4	X	X	Footwear Policy
Exposure to blood borne pathogens			X		X		2	X	X	
Repetitive movements			X		X		2		X	Work Design Controls
Struck by or against objects/people	X				X		6	X	X	
Cuts, punctures and/or abrasions		X			X		4	X	X	
Exposure to extreme heat/extreme cold		X				X	2	X	X	Work Design Controls

Recommended PPE
Lifting Equipment
Leg Guards
Shin Pads
Chest Plates/Protectors
Wind Suit/Under Armor
Arm Guards/Arm Pads/Forearm Guards
Safety Goggles
Gloves
Jack
Jill
Spit Guard/Face Shield
Universal Sling

Recommended Training
Hazard Identification
Designated Substances
Footwear Policy
Workplace Violence
Workplace Harassment
Emergency Procedures
Slips, Trips, Falls
Personal Protective Equipment
Fire Safety
WHMIS Refresher
Manual Lifting Techniques
Use of Mechanical Lifting Devices
Workplace Ergonomics
Ladder Safety
Driver Safety

Hazard Frequency
"HIGH" - Likely to occur when exposed to the hazard (Level 3)
"MEDIUM" - Possible to occur at some point (Level 2)
"LOW" - Unlikely to occur (Level 1)

Hazard Severity
"HIGH" - May cause death or loss of facility (Level 3)
"MEDIUM" - May cause injury but is not life threatening (Level 2)
"LOW" - May not affect personal safety or health (Level 1)

HAZARD ASSESSMENT BY POSITION

POSITION: I.T. TECHNICIAN

Hazard	Frequency			Severity			Risk Assessment Rating	Hazard Control		
	HIGH (3)	MEDIUM (2)	LOW (1)	HIGH (3)	MEDIUM (2)	LOW (1)		PPE	Training	Other
Fall from heights-over 3.3 metres		X		X			6	X	X	
Fall from heights-under 3.3 metres		X			X		4		X	
Slips or Falls		X			X		4	X	X	
Exposure to chemicals (handling and use)			X			X	1	X	X	Footwear Policy
Exposure to asbestos			X	X			3		X	Asbestos Plans
Muskuloskeletal injuries (lifting, bending, carrying etc...)		X			X		4	X	X	Work Design Controls
Repetitive movements		X			X		4		X	Work Design Controls
Operation of motor vehicle			X		X		2	X	X	
Struck by or against objects/people			X			X	1		X	
Cuts, punctures and/or abrasions		X				X	2		X	
Exposure to Electricity related hazards		X		X			6		X	Procedure

Recommended PPE
Safety Shoes or boots
Safety Glasses
Safety Helmets
Safety masks
Rubber gloves

Recommended Training
Hazard Identification
Designated Substances
Footwear Policy
Workplace Violence
Workplace Harassment
Lockout/Tag out
Electrical Safety
Managing Workplace Hazards
Asbestos Awareness
Emergency Procedures
Slips, Trips, Falls
Personal Protective Equipment
WHMIS Refresher
Driver Safety
Fire Safety
Workplace Ergonomics
Manual Lifting Techniques
Use of Mechanical Lifting Devices

Hazard Frequency
"HIGH" - Likely to occur when exposed to the hazard (Level 3)
"MEDIUM" - Possible to occur at some point (Level 2)
"LOW" - Unlikely to occur (Level 1)

Hazard Severity
"HIGH" - May cause death or loss of facility (Level 3)
"MEDIUM" - May cause injury but is not life threatening (Level 2)
"LOW" - May not affect personal safety or health (Level 1)

HAZARD ASSESSMENT BY POSITION

POSITION: TEACHER

Hazard	Frequency			Severity			Risk Assessment Rating	Hazard Control		
	HIGH (3)	MEDIUM (2)	LOW (1)	HIGH (3)	MEDIUM (2)	LOW (1)		PPE	Training	Other
Falls from elevation under 3.3 metres		X			X	X	4		X	
Slips/Trips or Falls - Working outside the building		X			X		4	X	X	Footwear Policy
Slips/Trips or falls - working inside building		X			X		4	X	X	Footwear Policy
Muskuloskeletal injuries (lifting, bending etc...)		X			X		4		X	
Noise from operation of equipment (ie Shop/Music Teachers)		X			X		4	X	X	
Operation of Motor Vehicle			X		X		2	X	X	
Violence in the workplace from students		X			X		4		X	
Physical activity (gym class, yard duty etc..)		X			X		4		X	
Exposure to blood borne pathogens			X		X		2	X	X	
Repetitive movements			X		X		2		X	
Struck by or against objects/people		X		X			6		X	Work Design Controls
Cuts, punctures and/or abrasions		X			X		4		X	
Exposure to extreme heat/extreme cold		X				X	2	X	X	Work Design Controls
Ergonomic injury (workstation design)		X			X		4		X	Work Design Controls

Recommended PPE
Hearing protection
Gloves

Recommended Training
Hazard Identification
Designated Substances
Footwear Policy
Workplace Violence
Workplace Harassment
Emergency Procedures
Slips, Trips, Falls
Personal Protective Equipment
Fire Safety
WHMIS Refresher
Manual Lifting Techniques
Use of Mechanical Lifting Devices
Workplace Ergonomics
Ladder Safety
Driver Safety

Hazard Frequency
"HIGH" - Likely to occur when exposed to the hazard (Level 3)
"MEDIUM" - Possible to occur at some point (Level 2)
"LOW" - Unlikely to occur (Level 1)

Hazard Severity
"HIGH" - May cause death or loss of facility (Level 3)
"MEDIUM" - May cause injury but is not life threatening (Level 2)
"LOW" - May not affect personal safety or health (Level 1)

HAZARD ASSESSMENT BY POSITION
POSITION: LUNCH ROOM SUPERVISOR

Hazard	Frequency			Severity			Risk Assessment Rating	Hazard Control		
	HIGH (3)	MEDIUM (2)	LOW (1)	HIGH (3)	MEDIUM (2)	LOW (1)		PPE	Training	Other
Falls from elevation under 3.3 metres		X			X	X	4		X	
Slips/Trips or Falls - Working outside the building		X			X		4	X	X	Footwear Policy
Slips/Trips or falls - working inside building		X			X		4	X	X	Footwear Policy
Muskuloskeletal injuries (lifting, bending etc...)			X		X		4		X	
Violence in the workplace from students			X		X		4		X	
Exposure to blood borne pathogens			X		X		2	X	X	
Struck by or against objects/people		X		X			6		X	
Cuts, punctures and/or abrasions		X			X		4		X	
Exposure to extreme heat/extreme cold		X				X	2	X	X	Work Design Controls

Recommended PPE
Gloves

Recommended Training
Emergency Procedures
Slips, Trips, Falls
Personal Protective Equipment
WHMIS Refresher
Manual Lifting Techniques
Use of Mechanical Lifting Devices
Slips, Trips, Falls
Designated Substances
Footwear Policy
Workplace Violence
Workplace Harassment

Hazard Frequency
"HIGH" - Likely to occur when exposed to the hazard (Level 3)
"MEDIUM" - Possible to occur at some point (Level 2)
"LOW" - Unlikely to occur (Level 1)

Hazard Severity
"HIGH" - May cause death or loss of facility (Level 3)
"MEDIUM" - May cause injury but is not life threatening (Level 2)
"LOW" - May not affect personal safety or health (Level 1)

HAZARD ASSESSMENT BY POSITION
POSITION: UTILITY PERSON/GROUNDSKEEPER

Hazard	Frequency			Severity			Risk Assessment Rating	Hazard Control		
	HIGH (3)	MEDIUM (2)	LOW (1)	HIGH (3)	MEDIUM (2)	LOW (1)		PPE	Training	Other
Fall from heights-over 3.3 metres		X		X			6	X	X	
Fall from heights-under 3.3 metres		X			X		4		X	
Slips/Trips or falls - working outside building		X			X		4	X	X	Footwear Policy
Slips/Trips or falls - working inside building			X		X		2	X	X	Footwear Policy
Exposure to chemicals (handling and use)			X		X		2	X	X	
Exposure to asbestos			X	X			3		X	Asbestos Plans
Muskuloskeletal injuries (lifting, bending, carrying etc...)		X			X		4	X	X	Work Design Controls
Hearing impairment from noise (operation of equipment)			X			X	1	X	X	Work Design Controls
Visual impairments from operation of equipment			X			X	1	X		
Repetitive movements		X		X			2		X	Work Design Controls
Operation of motor vehicle			X		X		2	X	X	
Struck by or against objects/people		X				X	2		X	
Cuts, punctures and/or abrasions		X				X	2		X	
Exposure to Electricity related hazards		X		X			6		X	Procedure
Exposure to extreme heat/extreme cold		X			X		4	X		Work Design Controls
Burns			X		X		2	X	X	
Vibration		X			X		4		X	Work Design Controls
Exposure to asbestos		X			X		4	X	X	Procedure/Plan
Exposure to paints or solvents		X			X		4	X	X	

Recommended PPE
Safety Shoes or boots
Safety Glasses
Safety Helmets
Safety masks
Hearing protection
Dust masks
Rubber gloves
Face shield (where required)
Fall and Arrest Harness (where required)

Recommended Training
Hazard Identification
Designated Substances
Footwear Policy
Workplace Violence
Workplace Harassment
Lockout/Tag out
Electrical Safety
Managing Workplace Hazards
Asbestos Awareness
Emergency Procedures
Slips, Trips, Falls
Personal Protective Equipment
WHMIS Refresher
Ladder Safety
Fire Safety
Driver Safety
Manual Lifting Techniques
Use of Mechanical Lifting Devices
Working from Heights
Hand Hygiene
Machine Guarding

Hazard Frequency
“HIGH” - Likely to occur when exposed to the hazard (Level 3)
“MEDIUM” - Possible to occur at some point (Level 2)
“LOW” - Unlikely to occur (Level 1)

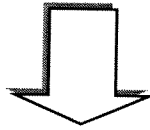
Hazard Severity
“HIGH” - May cause death or loss of facility (Level 3)
“MEDIUM” - May cause injury but is not life threatening (Level 2)
“LOW” - May not affect personal safety or health (Level 1)

9.4 HAZARD CONTROL

Summary of the Three Steps to Control Hazards

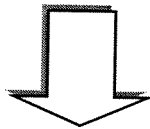
RECOGNITION - Identifying the Hazard

- Inventories
- Workplace Inspection Reports
- Injury/Illness Reports
- Hazard Analysis
- Observations



ASSESSMENT - Measuring against standards

- ▶ Legislation
- ▶ Workplace Policy and Procedures
- ▶ MOL standards
- ▶ Manufacturers' and Suppliers Recommendations/Guidelines
- ▶ Professional standards



CONTROL - Eliminating or reducing the hazard

Locations

- ▶ At the source
- ▶ Along the path
- ▶ At the worker

Controls

- ▶ Engineering
- ▶ Work practices
- ▶ Substitution
- ▶ Administrative
- ▶ Personal protective equipment

Consideration of how *People, Equipment, Materials, Environment and Process* contribute to, and are affected by a hazard will assist in identifying the most effective control options.

9.5 COMMUNICATION / TRAINING

Communication of the hazard reporting procedure will be done on an annual basis by the supervisor, during in house training sessions.

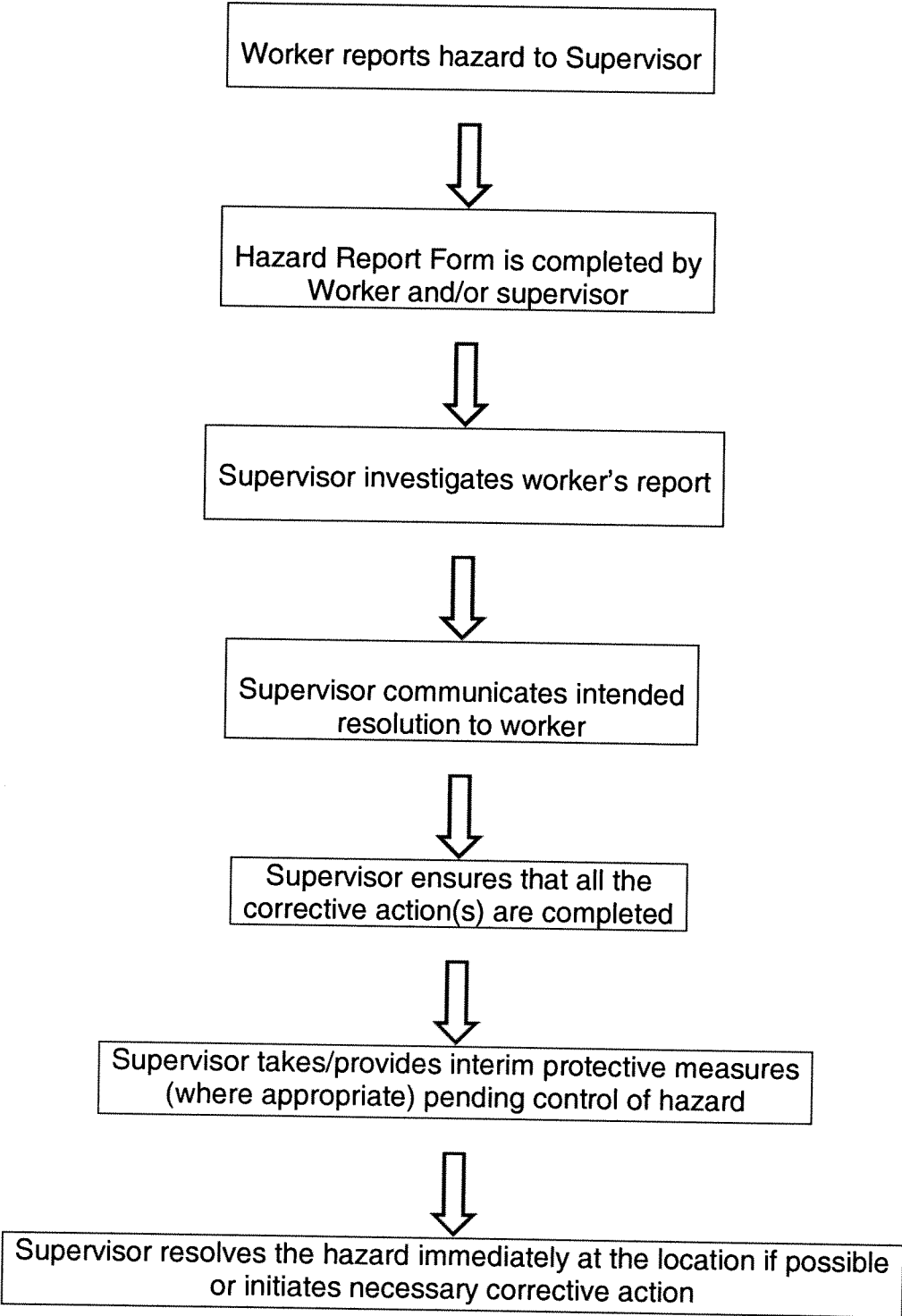
The Health and Safety Officer will monitor the use of the hazard report form included and ensure training is provided when required.

EVALUATION

Evaluation of this procedure and the hazard report form will be done on an annual basis by the JHSC.

9.6 HAZARDOUS/UNSAFE CONDITIIONS REPORTING PROCESS CHART

REFERENCE CHART





9.7 EMPLOYEE HAZARD OR INCIDENT REPORT FORM 3

(for use by all staff)

Please complete this form and submit to your Principal and Health & Safety Site Representatives in your work place:

Names of Reps: _____

School or Site: _____ Date: _____

Hazard Report Was this hazard previously reported
 (This reports a situation where there is a potential for injury)

Incident Report Was this hazard previously reported
 (This reports a near miss injury and describes the existing hazard that caused the incident)

Please indicate the rating of the hazard (refer to section 9 for Hazard Assessment):

Major Moderate Minor

Please describe and make recommendations (include timelines):

Completed by: _____

Routing: Completed form must be submitted to OH&S Site Rep and Principal/Supervisor

Sent to	Date Sent	Note action taken (then forward to next person on list)
OH&S Site Rep		
Principal/Supervisor		
Health & Safety Officer		
Manager of Plant and H&S		
JHSC		

Issue has been investigated and resolved.

Principal/Supervisor signature: _____ Date: _____

9.8 JOB HAZARD ASSESSMENT PROCESS

Introduction

1. Select a job, occupation or common hazard in a work environment. Begin with an item that has been identified as a health and safety problem. For instance, jobs where accidents occur frequently or result in serious injuries should be a priority. Jobs in high hazard areas, such as where people work alone, where consequences of an accident are severe such as major injury or fatality, jobs where workers have voiced concerns or had work refusals or newly established jobs as due to lack of experience in these jobs. Hazards may not be evident or anticipated.
2. Break each task down into steps. Describe and list each step in sequence.
3. Identify the risk factors at each step. Beside each task, write down the materials, equipment, processes and environmental factors involved that could cause an accident or health effects. People factors may also be relevant.
4. Identify the hazards associated with each task/factor combination. Systematically go through every risk factor for every task, and consider what specific hazards might be involved. Make a list of both health and safety hazards.
5. Assess the hazard. Evaluate the degree of risk, that is the extent to which the hazard is likely to cause loss of life, permanent disability or serious injury as well as the probability of occurrence. When considering health hazards, consider the number of persons exposed and the duration of exposure. Where there is exposure to hazardous chemical, biological or physical agents, include workplace and personal exposure monitoring to ensure that exposures do not exceed regulated or recommended limits.
6. Identify controls. Identify procedures or modifications needed to eliminate or control the hazards. This may require changes to people factors, equipment, materials, procedures, tools, systems or processes.
7. Validate the analysis. Implement the needed controls and then validate the analysis by observing the task in operation. Ensure new hazards have not been introduced. Obtain feedback from the employees performing the job to see how the hazard controls work.
8. Evaluation. Assess the need to repeat the analysis. The hazard analysis should be reviewed every three years or sooner, if necessary. For example: if injuries occur, the job changes in any way, or new equipment is instituted, consider conducting a Hazard Analysis.

WHAT DO YOU DO ONCE YOU HAVE COMPLETED YOUR HAZARD ANALYSIS?

Once hazard controls have been validated, safe work practices and procedures must be developed.

These procedures must be communicated to all employees who are, or will be, performing the job or task.

Below is an example of how to fill in the worksheet.

WORKSHEET – HAZARD ANALYSIS			
Job title / occupation / common hazards in a work environment			
Analyzed by:			Date:
Reviewed by:			Date:
Approved by:			Date:
Job Steps	Identified Hazards	Risk Level	Controls
Fold cardboard into box	Cuts	C (Minor)	Cut resistant gloves
Place box on table	Heavy lifting	B (Moderate)	Use mechanical lifting devices or ask for assistance
Take 4 books from shelf	Reaching	B (Moderate)	Use an appropriate step stool for the height
Place books in box	No hazard identified	n/a	n/a
Taping boxes shut	Repetitive wrist action	C (Minor)	Job rotation Take breaks, do different task(s)
Place box on automated conveyor	Entanglement	A (Major)	Guard placed on automated conveyor or change rollers to belt format

Some controls can include:

- Preventive maintenance
- Procedures
- Training
- Personal protective equipment
- Job rotation
- Engineering
- Pre-shift inspection

HAZARD ASSESSMENT

Important reminder

A hazard analysis should involve the workers who perform the job as well as their supervisors. Health and Safety specialists should also participate. People familiar with the job should be asked about events that may affect normal operations. Equipment breakdowns, shift changes, or other intermittent events may lead to a sequence of steps different from the one being analyzed. By including their feedback, you are demonstrating that the workers have a say in their job and are more likely to get buy-in to the safe work procedures that are implemented.

Explain the purpose of the hazard analysis to ensure full cooperation and participation of the employee. Assure the employee that the purpose is to make the job safer and not an evaluation of their work performance.

Observe jobs during normal working hours and situations. For example, if the job is normally done on the night shift, perform the analysis at night.

The following steps are required to conduct a Hazard Assessment, leading ultimately to the determination of level of risk for all hazards:

Rate the risk of the hazard as if the controls were not in place.

The following classification system could be used to assess the level of risk for all hazards:

Class A (major)	=	high risk (immediately dangerous to life and health)
Class B (moderate)	=	medium risk (medium term potential for non-life threatening injury or illness)
Class C (minor)	=	low risk (long term potential for slight injury or illness)

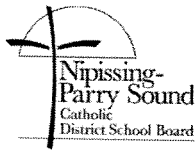
Timeframes for implementation of hazard controls:

Class A (major)	=	immediately
Class B (moderate)	=	as soon as possible (example, within two weeks)
Class C (minor)	=	timetable to be determined by management, in consultation with the health and safety representative or committee

Workwell requires that all Class A risks/hazards have safe operation procedures and training completed for workers exposed to these hazards.

The hierarchy in which controls should be considered are:

- Elimination (stop what's creating the hazard)
- Substitution (replace with something less likely to harm/damage)
- Isolation (separate what can be harmed/damaged from the hazard)
- Engineering (change the way of doing what is creating the hazard)
- Administrative (reduce exposure to the hazard)



9.9 JOB HAZARD ANALYSIS WORKSHEET
A Hazard Analysis Worksheet will be completed for each job / occupation / common hazards in a work environment

WORKSHEET – HAZARD ANALYSIS			
Job title / occupation / common hazards in a work environment			
Analyzed by:			Date:
Reviewed by:			Date:
Approved by:			Date:
Job Steps	Identified Hazards	Risk Level	Controls
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

For all hazards rated A (Major), a Safe Operating Procedure must be developed and all staff exposed to the hazard must be trained.

The original copy will be filed with the Health and Safety Officer. A copy will be kept with the Principal/Supervisor.

These forms must be available for the JHSC to review during inspections.