

# **Hazard Assessment and Control Policy Township of Springwater**

Approved: May 31, 2010  
Effective: May 31, 2010  
Next Review: June 2011

Department: All  
Subject: Hazard assessment, health  
& safety  
Policy Number: A09 - HA

## **A. Policy Statement**

It is the intent of the Township of Springwater to perform thorough risk assessments in the workplace. A risk assessment is a thorough look at the workplace to identify workplace environment health and safety hazards, situations, processes, machinery and other items which may cause harm. These risks are assessed.

## **B. Purpose**

The purpose of the Hazard Assessment and Control Policy is to perform risk assessments. The risk assessment will help to:

- create awareness of hazards and risks;
- identify who may be at risk;
- determine if existing control measures are adequate or if more should be done;
- prevent injuries or illnesses when done at the design or planning stage; and
- prioritize hazards and control measures.

## **C. Scope**

This Policy applies to staff that undertake the hazard assessment and control process.

## **D. General**

This Policy shall be administered by all departments.

This Policy shall be referred to as the 'Hazard Assessment and Control Policy'.

This Policy shall come into force and effect on the date of passing.

This Policy shall be reviewed annually.

## **E. Authority**

The authority for the Hazard Assessment & Control Policy shall be by the endorsement of the Joint Health and Safety Committee and by the approval of the Township of Springwater Council.

## **ATTACHMENT A PROCEDURES FOR THE HAZARD ASSESSMENT & CONTROL POLICY**

### **1. Performing the Risk Assessment**

The assessment must be completed by a member of the Joint Health and Safety Committee, either as an individual or as a team. When conducting the assessment, ensure that employees and supervisors are included in the process.

The assessment should:

- identify hazards;
- identify the frequency of exposure;
- identify the likelihood of occurrence;
- identify the probability of injury/illness rating;
- identify the consequences if an accident should happen;
- determine the risk rating;
- identify hazard controls;
- eliminate or control the risk;
- monitor and evaluate to confirm the risk is controlled; and
- be undertaken once annually.

When conducting the assessment, be sure to address the following:

- the methods and procedures used in the process, use, and handling;
- the actual and / or potential exposures to workers;
- the measures and procedures necessary to control such exposure by means of engineering controls, work practices, hygiene practices, and facilities;
- consider normal operational structures as well as non-standard events such as shutdowns, power outage emergencies etc.; and
- review all health and safety information about the hazard such as MSDS's, manufacturers' literature, current processes.

### **2. Identifying Hazards**

To be sure that all hazards are found, do the following:

- look at all aspects of the work;
- include non-routine activities such as maintenance, repair, or cleaning;
- look at injury/ incident records;
- include a representative group of employees who perform the work;
- look at the way the work is organized or completed (include experience of the people doing the work, and systems being used); and
- look at foreseeable unusual conditions (i.e. hazard control measures may not be available during an emergency).

When conducting the assessment, use the Risk Assessment Form.

3. Methods of Controlling Hazards

Hazards can be controlled through elimination, engineering controls (guards, isolation, etc.), administrative controls (signs, training, etc.), and personal protective equipment.

It is the responsibility of the department head to ensure the development and implementation of these controls.

4. Review

The job-task should be reviewed once controls are in place, and annually thereafter to ensure that changes to the job task, process, and environment have not changed in such a way to increase the risk of harm.