# Hazard Assessment and Control Policy

## Purpose

The Hazard Assessment and Control process is used to protect personnel from injury and occupational illness and prevent incidents in the workplace by identifying and correcting unsafe acts and conditions. While Hazard Assessment and Control is concerned with real-time visible incidents/conditions, it also looks at probability and the potential for hazards that may be encountered.

A Hazard Assessment and Control will be completed and documented prior to purchasing any hazardous product/chemical. The supplier will send a copy of the Safety Data Sheet (SDS) with the materials for personnel review prior to the product being introduced on the work site.

## Types of Hazards

* Working Conditions
* Stress
* Fatigue
* Threat of Work site Violence or Harassment

**PHYSIOLOGICAL**

**BIOLOGICAL**

* Viruses & Bacteria
* Mold & Fungi

**CHEMICAL**

* Gases
* Vapors
* Mists
* Fumes
* Dust
* Radiation
* liquid

**PHYSICAL**

* Ergonomic
* Slipping and Tripping
* Moving Machinery Parts
* Fire
* Excess Noise
* Extreme Noise
* Work site Violence
* Stored Energy

## Hazard Assessment and Control Process

* + List tasks to be completed.
  + Identify hazards associated with the task or job.
  + Identify any hazards associated with the work site, people,

materials, equipment, and environment.

* + Identify the necessary controls to be used to either eliminate or reduce the hazard to an acceptable level so no losses will occur.
  + Implement the required controls by:
    - Using effective communication skills.
    - Provide proper training to personnel on the type of hazards with the required controls.
    - Identifying and implementing job-specific procedures.
    - Providing proper safety and personal protective equipment.
    - Eliminating or barricading hazards once identified.

## Methods for Controlling Hazards

Safety First Muirhead’s Ltd. is committed and obligated to control or eliminate a hazard that poses a danger to the health and safety of employees. Only competent, trained personnel are allowed to correct a hazardous condition after completing a complete and accurate Hazard Assessment and taken necessary steps to control the hazard. Control of work site hazards follows the hierarchy of controls as defined in legislation.

**Elimination or Substitution**

This is the preferred method and most effective way to control a hazard. Any options of elimination or substitution should be explored first for their feasibility and implemented if reasonably possible.

* Substitution of a less harmful material
* Eliminate the task if possible
* Lessen the frequency of the required task
* Automation of a process to reduce the need for people present

### **Engineering Controls**

The engineering controls deal with eliminating or isolating the hazard to prevent employee(s) and contractor(s) from being exposed to it. Such controls can include, but are not limited to:

* + Isolation or enclosure of employee(s) or the hazard
  + Emergency shutdown devices
  + Barricades or other restraining devices to prevent employees and

contractors from being in contact with the hazard

* + Exhaust ventilation

If the hazard cannot be eliminated or controlled using engineering controls, Safety First Muirhead’s Ltd. may use administrative controls to control the hazard to a level as low as reasonably achievable.

If an administrative control is chosen when an engineering control is

available the reasons for the choice must be documented.

### **Administrative Controls**

Administrative controls include, but are not limited to:

* Policies and safe work procedures
* Training
* Work rotation. Keep everyone familiar with a task
* Signage
* Gas detection and alarms

**Personal Protective Equipment**

PPE is the last line of defense when other controls are not possible. All other methods of control must be evaluated first before relying on a barrier of PPE. Such as:

* Safety glasses
* Respiratory Protection Equipment
* Hard Hat
* Fire Resistant clothing
* Safety footwear
* Gloves

In some cases, a combination of engineering controls, administrative controls and PPE may be used. If the hazard cannot be eliminated or controlled through engineering or administrative tools, PPE will be used.

## Emergency Control of Hazards

On work sites where a Hazard Assessment and Control indicates that emergency action is required to control or eliminate a hazard, the company will allow only personnel who are competent and trained in correcting the condition to do so. Safety First Muirhead’s Ltd. will make every reasonable effort to control the hazard while the condition is being corrected.

**Potential Consequences**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Potential Consequences**  **(For any incident or potential incident check all effects)** | | | | |
| Severity | People | Property  Damage (Loss) | Environmental  Impact | Public Image & Reputation |
| Catastrophic | Fatality | > 50,0000 | Reportable  Occurrence | Government  Intervention |
| Critical | Permanent Impairment or long-term injury or illness | > 10,000 to 50,000 | Owner Standard Not Met | Owner Intervention and Local Media Intervention |
| Moderate | Serious Injury (Restricted Work/Medical Aid) | > 5,000 to 10,000 | Housekeeping Not to Standard | Community or  Local Attention |
| Minor | First Aid No lost work time | > 1,000 to 5,000 | Minimal disturbance | Individual |
| Negligible | No First Aid | < 1,000 | No Impact | None |

**Probability**

|  |  |
| --- | --- |
| **Three Year**  **(Cycle)** | **Probability** |
| **Frequency** | **Definitions** |
| Frequent | Likely to occur repeatedly in three years |
| Probable | Likely to occur several times in three years |
| Occasional | Likely to occur sometimes in three years |
| Remote | Not likely to occur in three years, but possible |
| Improbable | Probability of occurrence cannot be distinguished from zero |