

HAZARD ASSESSMENT
DESCRIPTION OF WORK AREA:
ASSESSMENT PERFORMED BY:
DATE:

Items		Exposure (1-5)	Probability (1-5)	Consequences (1-5)	Total	Rating	Controls (ENG/ADMIN/PPE)	Completion Date	Initials
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									

Hazard Assessment Process Updated Occupational Health and Safety Codes

A hazard is any condition at the work site that has a potential to cause injury, illness or loss. Employees, supervisor and managers responsible for the work should conduct hazard assessment within the department. The updated Occupational Health and Safety legislation codes emphasize is on the need to conduct a hazard assessment any time there is a potential for injury of loss such as when working alone, preventing workplace violence and when preparing for an emergency.

1. Identify existing and potential hazards:

- review past incidents that have occurred with in the department
- walk around the work area to look for hazards
- task observation
- Ask: "What if?"

2. Evaluate the hazard (rated 1-5 in each category – see chart next page):

- **Exposure** -how often is the person exposed to the hazard?
- **Probability** - what is the probability of injury/loss?
- **Consequences** - enforceable?

Calculate the total number of the hazard and determine if the hazard rating is low, medium or high.

3. Controlling the hazard (hierarchy):

Controls are actions taken to prevent injuries (see the Occupational Health and Safety Codes).

• **Engineering:**

- 1. Manufacturer's specifications
- 2. Design of the workplace
- 3. Warning devices
- 4. Machine guards

• **Administrative:** (focused on the employee)

- 1. Safety as an agenda item in departmental meetings
- 2. Supervision/ disciplinary process
- 3. Rules (proactive vs. reactive)
- 4. Documented standards/policies
- 5. Purchasing criteria

• **Personal Protective Equipment (PPE)**

- 1. Last resort – i.e. eye, ear, or foot protection

4. Communication:

- 1. Workers must be informed of the hazards.
- 2. Workers must be instructed using a formal communication mode on how to deal with the hazards identified.
- 3. If there is an injury it must be reported and investigated and controls must be put in place to reduce the likelihood of reoccurrence.

The hazard assessment must be documented and available to the employees. Employees, supervisor and managers should be involved in writing the hazard assessment

5. Competency:

- 1. Monitor and measure implementation controls
- 2. Enforce implementation (document)
- 3. Enforce consequences

6. Review existing standards:

- 1. Local
- 2. Occupational Health and Safety
- 3. Government
- 4. Manufacturer's specifications

Example

#	Description of Hazard (Condition/circumstance)	Exposure (1-5)	Probability (1-5)	Consequences (1-5)	Total	Rating	Controls (ENG/ADMIN/PPE)
	Determine hazards associated with the job	How often is the person exposed to the hazard?	What is the probability of the occurrence?	What are the consequences?	Add the numbers for total risk		If the hazard cannot be eliminated, controls must be implemented to reduce the risk.
	Examples:	Rating	Rating	Rating	Total Risk	Rating	E - Engineering Admin- Administrative, PPE - Personal Protective Equipment
1		1 = > unlikely (1x a year or less)	1 = > unlikely to occur	1 = > insignificant (no damage)	3 - 5	Low - hazard requires monitoring	Engineering - design of a workplace, automation/material handling devices, machine guard, warning devices,
2		2 = > occasionally (1x a month or less)	2 = > some chance of occurrence	2 = > first aid or minor property damage		Controls & safe work procedure recommended	interlocks, lockouts, isolation/enclosure, limitation, ventilation, storage, air monitoring devices, communication devices
3		3 = > often (2- 4x per month)	3 = > could occur	3 = > lost time injury or significant property damage, seeks medical assistance	6 - 10	Moderate - hazard requires attention	Administrative - substitution of a less toxic product, purchasing criteria(tools, equipment, chairs), policies/procedures, training,
4		4 = > (1-2x per week)	4 = > good chance of occurring	4 = > injury results in permanent disability, serious health effects or property damage		Controls & safe work procedure should be in place, Employees must be aware of hazard.	organizing/planning work, rotation of workers (limit hrs.), safety plan/ procedure (meetings)
5		5 = > continuous (1x or more per day)	5 = > will occur if not attended to	5 = > Injury results in a fatality or major property damage	11 - 15	Serious - hazard must be attended to immediately Controls & safe job procedure must be in place	Personal Protective Equipment - hard hat, goggles, hearing, safety boots, T-shirts with 4 inch sleeves, respiratory equipment, fall protection