# **COMMUNITY COUNCIL**

Hazard Assessment Policy

It is the policy of community council that all employees are proactive in the recognition and control of hazards that are encountered in their daily work. Hazard must be recognized and corrected as soon as possible.

Hazard assessments will be conducted at a minimum of the following:

* at the start of a new project or job
* whenever a new hazard(s) is noted due to a change in work condition, new equipment or new personnel
* whenever a new or seldom done task is started
* at the standard dictated by the prime contractor, if at a higher level than community council

All hazards will be prioritized for severity, frequency and probability and this will be documented on the hazard assessment form.

Hazard assessments must be communicated with all employees working on the site to keep employees updated on the changes happening that may affect their work. All employees present must sign off on the appropriate form.

*The information in this policy does not take precedence over applicable government legislation, with which all workers should be familiar.*

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Mayor name title Date

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CAO- name title Date

# **COMMUNITY COUNCIL HAZARD ASSESSMENT CONSIDERATIONS**

# ****Hazard Considerations:****

# **Chemical – vapors, gases, fumes and mists**

# **Physical – noise, vibration, hot or cold extremes**

# **Ergonomic – awkward posture, poor tool design, manual materials handling**

# **Biological – bacteria, viruses, fungi**

# **People – workers, visitors, subcontractors, suppliers, managers**

# **Environment – housekeeping, lighting,**

# **Materials – harmful agents, WHMIS, transportation and dangerous goods, storage, personal protective equipment (PPE)**

# **Equipment/Tools – purchasing controls, PPE, training, inspected, maintenance, tagout system, emergencies, affects health, safety, quality or productivity**

# ****Conducting a Hazard Assessment:****

# **Assemble all parties involved.**

# **Discuss possible hazards.**

# **Tour the entire work site.**

# **Look for hazards originating form environment, material, equipment and people.**

# **Keep asking, What if?**

# **Mark on the hazard assessment form all items that need attention.**

# **Review findings with all workers and solicit their input for control measures.**

# **Rank the items from worst first basis.**

# ****Ranking the Severity:****

# **Imminent Danger – causing death, loss of facilities, widespread occupational illness**

# **Serious – severe injury, serious illness, property and equipment damage**

# **Minor – non-serious injury, illness or damage**

# **O.K. – minor injury, requiring first aid or less**

# **Not applicable**

# ****Probability:****

# **Probable – event will likely occur if hazard is not controlled**

# **Reasonably Probably – event may or may not occur if hazard is not controlled**

# **Possible – the event can happen if the hazard is not evaluated or controlled**

# **Remote – event will not likely occur if the hazard is uncontrolled based on given circumstances**

# 

# ****Corrective Action:****

# **Eliminate or Substitution**

# **Engineering Controls**

# **Administrative Controls**

# **Personal Protective Equipment**