

ADMINISTRATION POLICY #A-04 -21**FORMAL HAZARD ASSESSMENT AND CONTROL**

Supersedes #A-09-19

1. PURPOSE

The Town of Drumheller is committed to preventing accidents, workplace injury and illnesses by: identifying workplace hazards, implementing controls, improving employee skills, and awareness through an organized process called a Formal Hazard Assessment and Control.

2. POLICY STATEMENT

The Town of Drumheller will ensure a team of individuals comprised of supervisor(s) and workers who will assess each type of job/task employees carries out, using the Formal Hazard Assessment and Control Form. The Manager of that department, Director and the Health & Safety Officer will review, implement recommended controls and sign off. A procedure will be created and/or reviewed using the completed form.

3. INTRODUCTION

The Formal Hazard Assessment and Control is a safety management tool that evaluates all jobs and tasks, by eliminating or reducing risks and hazards to as low as reasonably possibly practical, in order to protect workers from injury or illness.

The Hazard Assessment and Control process is documented and used to create procedures in the workplace or at the job site to guide workers in safe job performance. It is a living document that is adjusted as conditions warrant.

4. PROCESS

- 4.1 All jobs, tasks, and procedures will be reviewed using the Formal Hazard Assessment and Control form.
- 4.2 The team making the reviews will consist of a supervisor and employees that carry out that job.
- 4.3 The manager of that department will review all control measures. Control measures not identified and/or incomplete, require a work order to be generated. All Formal Hazard Assessment and Control forms and work orders generated require the Manger's signature.
- 4.4 A procedure will be created or amended using the completed Formal Hazard Assessment and Control form.

- 4.5 New amended procedures will be submitted to the Director and the Health and Safety Officer to sign off, once signed it will then go to the Health & Safety Committee to review.
- 4.6 The Formal Hazard Assessment & Control form will be reviewed every 2 years, or on a regular basis to keep the results up to date, when changes are made to the operation or work - related process, when a new work process is introduced, when a site-specific hazard assessment identifies a new hazard and when investigation or inspection identifies a new hazard.
- 4.7 A copy of the Formal Hazard Assessment and Control form, Task List and the work order will be attached to the job description. A copy will be kept on file with that department and a copy of both sent to the Human Resources and Health & Safety Office.

Adopted by Health and Safety Committee
Date: November 17, 2021

Darryl Drohomerski, C.E.T.
Chief Administrative Officer

Attachment
Formal Hazard Assessment and Control Form Formal
Hazard Assessment and Control Task List Formal
Hazard Assessment and Control Work Order

Town of Drumheller Formal Hazard Assessment and Control

224 Centre Street, Drumheller, AB. TOJ OY4

Employee: _____
 Department: _____
 Manager: _____
 Original Date: _____
 Revision Date: _____

Risk Factor Ranking Before Controls

Risk Factor Ranking After Controls

Work Related Job Task	List all existing and potential health and safety hazards	Risk Factor Ranking Before Controls				Recommended Controls (in order of Eng, Admin, PPE)	Risk Factor Ranking After Controls				What do you need to do to make this task safer?	Target Control Date	Person(s) Responsible for Implementation
		Probability	Severity	Frequency	Total Value		Probability	Severity	Frequency	Total Value			
					0 Engineered: Administration: PPE:				0				
					0 Engineered: Administration: PPE:				0				
					0 Engineered: Administration: PPE:				0				
					0 engineered: Administration : PPE:				0				
					0 Engineered: Administration: PPE				0				
					0 Engineered: Administration: PPE:				0				
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					0 Engineered : Administration : PPE:				0				
					0 Engineered : Administration: PPE:				0				
					0 Engineered : Administration PPE:				0				

					0	Engineered: Administration: PPE:				0			
					0	Engineered: Administration: PPE:				0			

Risk Matrix (attached) must be used to calculate ranking

RISK RANK: 3 to 6 = High ; 11 to 15 = Low
 Risk Rank: Tasks with : Must review the work procedure for that task. HIGH must not proceed.

Assessment Conducted by:

Health & Safety Rep:

Manager:

Supervisor:

Evaluation Team:

Evaluation Team:

Evaluation Team:

Evaluation Team:

Evaluation Team:

Employee Acknowledgment:

By signing, I acknowledge that I have read and understand the associated hazards with my position. I understand that I have the right to refuse unsafe work.



FORMAL HAZARD ASSESSMENT & CONTROLS – TASK LIST

DATE: _____

EMPLOYEE: _____

POSITION: _____

DEPARTMENT _____

TASK			

Frequency of Exposures				
<u>5 Rare;</u> less 3 times year	<u>4 Infrequently;</u> less 12 times year	<u>3 Occasionally;</u> Occurs on a monthly basis	<u>2 Frequently;</u> Occurs weekly	<u>1 Continuously;</u> Occurs throughout the day

Probability				
<u>5 - Inconceivable;</u> Unlikely to happen	<u>4 - Remote;</u> Unusual, but possible to occur	<u>3 - Conceivable;</u> May occur at some point	<u>2 - Possible;</u> likely to occur	<u>1 - Most Likely;</u> Will occur.

Severity of Injury				
<u>5 - Negligible;</u> No injury or damage	<u>4 - Minor;</u> Injury or damage. No long-time injury	<u>3 - Moderate;</u> Injury or damage. Medical Aid or Modified work	<u>2 - Serious;</u> Injury or damage. Lost time incident	<u>1 - Imminent Danger;</u> death or loss of facilities

Signature _____



FORMAL HAZARD WORK ORDER

Date:

Issued By:

Issued to:

Report Date:

Reported By:

Location:

WORK ORDER #:

WORK ORDER DETAILS

Description	WO#	Corrective Action	<u>Completion</u>	
			Individual	Date

WORK ORDER COMPLETION

WO#	<u>Completion</u>		Signature of Individual
	Individual	Date	

Managers Signature

Date

To be completed by Health & Safety Officer

Signature _____ Date Closed _____

Greg Peters