# **ADMINISTRATION POLICY # A-09-19**

Supersedes # A-01-19

#### FORMAL HAZARD ASSESSMENT AND CONTROL

## THE PURPOSE OF THIS POLICY:

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.

#### **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.

### **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 will review, implement recommended controls and sign off. A procedure will be created and/or reviewed using the completed form.

Formal Hazard Assessment and Control form will be done once and filed with each Job Description it pertains to. It will be reviewed every three years or as the job/task changes. A copy will be kept with each department, Human Resource Manual, and the Health and Safety office. Procedures will be submitted to the Health and Safety Committee for approval.

#### **PROCEDURE:**

- 1. All jobs, tasks, and procedures will be reviewed using the Formal Hazard Assessment and Control form.
- 2. The team making the reviews will consist of a supervisor and employees that carry out that job.
- 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. A procedure will be created or amended using the Formal Hazard Assessment and Control form.
- 5. New and amended procedures will be submitted to the Health and Safety Committee for approval.
- 6. A copy of the Procedure and Formal Hazard Assessment and Control Form, Task List and 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 the Health and Safety office.
- 7. Formal Hazard Assessment and Controls will be reviewed every (3) years or when the job task or procedure changes, accident occurs, a site specific hazard is identified or a new control has been introduced.

Adopted by Health and Safety Committee

Date: November

Chief Administrative Officer

#### Attachments:

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

DATE:	EMPLOYEE
JOB TITLE:	DEPARTMENT:
Job Task	HAZARDS ASSOCIATED WITH JOB

Person(s) Responsible for Implementation Target Control Date Manager: Original Date: Revision Date: What do you need to do to make this task safer? Employee: Department: enen leso, Risk Factor Ranking After Controls 0 0 0 0 0 0 0 0 Tylenes . Alligegos, Recommended Controls (in order of Eng, Admin, PPE) Engineered: Administration: PPE: Engineered: Administration: Engineered: Administration: PPE: Engineered: Administration: PPE: Engineered: Administration: PPE: Engineered: Administration: Engineered: Administration: PPE: Engineered:
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PPE: Engineered: Administration: PPE: Engineered: Administration: PPE: Shen Felos PPE: Risk Factor Ranking Before Controls 0 0 Town of Drumheller Formal Hazard Assessment and Control Position: tilling equip CAPITAL 224 Centre Street, Drumheller, AB. TOJ 074 List all existing and potential health and safety hazards Work Related Job Task

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

Assessment Conducted by:	Health & Safety Rep:	Manager:	Supervisor:	Evaluation Team:	Evaluation Team:	Evaluation Team:	Evaluation Team:	Evaluation Team:	
Se us	RISK RANK: 3 to 6 = High; 7 ha to = Medium; 11 to 15 = Low	Risk Kank: Tasks with http://www.frewiew the work procedure for that task. High must not proceed.			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.		Vorsion 1.1 Feb 2019

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**Revised: September 2019**