



Capital Health

ADMINISTRATIVE MANUAL

Policy and Procedure

TITLE: Workplace Hazard Identification, Assessment and Control	NUMBER: CH 15-021
Date Issued: October 2014	Page 1 of 5
Applies To: All	

POLICY

1. Capital Health is:
 - 1.1. committed to providing a healthy and safe work environment for all persons at the workplace
 - 1.2. dedicated to reducing the risk of workplace injury and illness
2. All Capital Health staff are to take every reasonable precaution to provide a safe and healthy workplace.
3. The Workplace Hazard Identification, Risk Assessment and Control Program is an integral part of Capital Health's hazard identification system as required by the Occupational Health and Safety Act and Capital Health's Safety Program.
 - 3.1. Hazard assessment is a thorough, ongoing examination of a worksite for the purpose of identifying what actual and potential hazards exist.
 - 3.2. Identification and control of hazards is critical to the success and effectiveness of Capital Health's Safety Program. *Hazards and the potential risks in the workplace must be identified in order to take action to eliminate or control them.*
4. Workplace inspections and hazard identification, assessment and control are two separate processes that compliment each other. (Refer to Definitions)

DEFINITIONS

Staff:	Any Capital Health employee, physician, other practitioner, volunteer, student, contractor, associate of Capital Health or employee of a Capital Health Foundation
Hazard	A condition, practice or act with a potential to cause injury/illness to people or damage to equipment, materials, property and/or the environment.
Hazard Identification, Assessment and Control Program:	A proactive process to identify and control actual and potential hazards in a workplace.
Workplace inspections:	A physical tour of the workplace and review of health and safety processes to determine if established controls for identified hazards are effective and to identify new hazards. Workplace inspections look at the general surroundings, environment, and whether workplace practices and procedures are effective and being followed.
Hazard Classification:	<p>A Class: A hazard that is likely to result in permanent injury, loss of life or body part, and/or extensive loss of structure, equipment or material. <i>(Correction time frame –immediate or downgraded to a lesser hazard)</i></p> <p>B Class: A hazard that is likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive. <i>(Correction time frame – as soon as possible but no later than one week or down graded to a lesser hazard)</i></p> <p>C Class: A hazard that is likely to cause minor, non-disabling injury or illness, or non- disruptive property damage. <i>(Correction time frame – as soon as possible but no later than 30 days.</i></p> <p>For reporting – refer to CH 15-022 Workplace Employee Hazards and Incidents - Reporting, Investigation and Documentation</p>

PROCEDURE

1. Directors:

- 1.1. Ensure the Safety Program Hazard Identification, Risk Assessment and Control Policy and Program are implemented in areas of responsibility. Hazard identification, risk assessment and control includes the following:
 - 1.1.1. Identify actual and potential hazards at the workplace
 - 1.1.2. Assess the risks and prioritize the hazards.
 - 1.1.3. Control the hazards.
 - 1.1.4. Document the hazards (inventory).
 - 1.1.5. Preparation of safe work procedures and practices for identified hazards, as required.
 - 1.1.6. Review of the department hazard inventory, hazard controls, safe work procedures and practices as required or at least annually.
 - 1.1.7. Review of safe work procedures or practices when changes occur that affect the hazard inventory, risk assessment or controls.
 - 1.1.8. Staff are informed of health/safety hazards, as well as, provided with education, training and supervision in the hazards, the risks associated with the hazards, the hazard controls in place to reduce or eliminate the potential injury/illness and safe work procedures/practices.
 - 1.1.9. Safe work procedures are available to staff at all times.

2. Managers/Supervisors:

- 2.1. Identify, assess the risks, control and document (hazard inventory) hazards or potential hazards in or near the workplace. (Refer to the Hazard Identification Evaluation and Control Program for procedures and tools.)
- 2.2. If the hazard is outside the authority or ability of a manager/supervisor, report to the person with the authority and ability to address the hazard.
- 2.3. Consult with staff when conducting hazard identification, risk assessment and control.
- 2.4. Include identified hazards and controls on the Workplace Inspection Checklist Form (Refer to Workplace Safety Inspections Program).
- 2.5. Develop written safe work procedures for safe and healthy work practices in consultation with staff.
- 2.6. Inform staff of the safety hazards and provide information, education, training and supervision on safe work procedures (safety talks, dedicated time during staff meetings, etc.).
 - 2.6.1. Maintain appropriate documentation for information, education, training and supervision provided to staff and ensure it is available upon request by staff,

the employer, contractors, safety team or committees, Safety Programs or Department of Labour and Workforce Development.

2.7. Identify hazards or potential hazards prior to the implementation of any change. If unable to eliminate hazards, establish appropriate control measures to prevent occupational injury and illness based on following hierarchy of controls:

- Elimination – removing a hazardous task, tool, machine, substance or process and is the best method for protecting workers.
- Substitution – substituting for a less hazardous task, tool, machine, substance or process.
- Engineering – focus on the hazard and include: isolation, barriers, workplace design, dilution, guards, etc.
- Administrative – focus on the staff exposure and behaviour and include: safe work procedures, safe work practices, training, information, supervision, etc.
- Personal Protective Equipment (PPE) – last line of defence as this does not control the hazard, but rather, protects the staff person from the hazard.

Note: PPE is always used in conjunction with engineering and administrative controls.

3. All Staff:

3.1. Ensure personal work activity and behaviour does not, through act or omission, place at risk personal health and safety or the health and safety of others.

3.2. Identify work-related hazards or potential hazards in or near the workplace. Attempt to eliminate or control the hazard if within own scope of ability and authority to do so.

3.3. Report all identified hazards to the immediate supervisor or manager and to the SAFE line (902-473-SAFE(7023)). (Refer to CH 15-022 *Workplace Employee Hazards and Incidents - Reporting, Investigation and Documentation*).

3.4. Take appropriate measures for protection of self and others from occupational injury and illness.

3.5. Cooperate with management and fellow co-workers in the identification, reporting and control of hazards that may lead to incidents involving injuries or illnesses.

3.6. In cases where a hazard has been identified but not corrected by the manager/supervisor as per [Procedure #2](#), report the hazard to a member of the department Workplace Safety Team or Workplace Safety Representative (QEII only) or a member of the Joint Occupational Health and Safety Committee (JOHSC) and SAFE. (Refer to CH 15-022 *Workplace Employee Hazards and Incidents - Reporting, Investigation and Documentation*).

4. For complete procedures, information and tools in hazard identification, risk assessment and control refer to the Hazard Identification, Risk Assessment and Control Program.

REFERENCES

Legislation

Occupational Health and Safety Act CHAPTER 7 OF THE ACTS OF 1996 and as amended.

RELATED DOCUMENTS

Policies

- CH 15-022 Workplace Employee Hazards and Incidents - Reporting, Investigation and Documentation
- CH 15-023 Employee Emergency-First Aid Treatment
- CH 15-035 Occupational Health and Safety-Rights and Accountabilities
- CH 15-045 Refusal to Work Situation

Other

Program – Hazard Identification, Evaluation and Control

<http://www.cdha.nshealth.ca/safety-injury-prevention/hazard-identification>

* * *