



| POLICY                                   |                             |
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| Policy Number: HS2020-011                | Date Approved: August 2017  |
| Department: Health and Safety            | Date Reviewed: October 2020 |
| Recognize Phase of the Hazard Assessment |                             |

### 1. **Policy Statement**

The Town of Kirkland Lake (the Corporation) shall maintain a RAC System designed to eliminate injuries and property damage.

There are three separate steps (policies) that comprise this System. Each step is needed, in the established order to ensure a properly flowing System. The policies are as follows:

- Step One Recognize Phase of Hazard Assessment Policy
- Step Two Assessment Phase of Hazard Assessment Policy
- Step Three Control Phase of Hazard Assessment Policy.

### 2. **Purpose**

To establish a System within the workplace to list all the work activities performed by employees and identify health and safety hazards posed by the activities and the work environment. This System is done in three steps; Recognize (R), Assess (A), and Control (C) the hazards of the workplace.

This policy shall explain the Recognize Phase of the Hazard Assessment. The purpose of this step is to create an inventory list of activities and hazards to both persons and properties.

### 3. **Scope**

Communication of the Corporation's RAC System to all Employees will be conducted annually.

The Management Team and Safety Committee Members will be trained in RAC.

The Hazard Assessment System requires that all three steps be completed to complete the process.

#### 4. Definitions

**Hazardous Condition / Act** - Any changing set of circumstances that have potential to cause an injury or illness. Something dangerous in the workplace.

#### 5. Policy & Procedures

A review/revision of the Hazard Assessment for The Town of Kirkland Lake shall be done by the Department Heads/Supervisors of each department and by the Safety Committee annually and when a workplace accident/incident or injury occurs.

The steps are to Recognize (R), Assess (A), and Control (C) the hazards of the workplace.

The purpose of each of these steps is:

**Recognize (R):** To create an inventory list of hazards in the workplace that identifies hazards and dangers to both persons and properties. To ensure that the Management Team and Safety Representatives know how to identify hazards.

**Assess (A):** By rating hazards we are able to prioritize the level of the hazard and the urgency or danger presented by the specific hazard.

**Control (C):** The elimination, reduction, or control of the identified hazards from causing personal injury or property damage. Create a registry/inventory of controls that include Safe Operating Practices (SOPs).

#### 6. Summary

##### **Responsibilities**

##### ***The Town of Kirkland Lake shall:***

- Ensure a Hazard Assessment is created for each department within the Corporation.
- Provide training to all employees in the recognition of safety hazards and unsafe conditions.
- Ensure this policy is regularly reviewed and or amended to ensure continuous improvements.

***Department Heads/Supervisors shall:***

- Ensure all employees are trained to recognize and report safety hazards and unsafe acts or conditions.
- Complete training in conducting Hazard Assessments.
- Create, in conjunction with the Safety Committee/Rep, Safety Coordinator, and Senior Management, a Hazard Assessment for their Department.