

POLICY	
Policy Number: HS2020-012	Date Approved: August 2017
Department: Health and Safety	Date Reviewed: October 2020
Assessment Phase of the Hazard Assessment	

1. Policy Statement

The rating method of rating hazards is a system that looks at a variety of factors to evaluate the hazards in three categories being High, Medium, and Low.

- High rated hazards are to be controlled immediately.
- Medium rated hazards are to be controlled - a plan is required.
- Low rated hazards are to be controlled - a plan is required but these are the lowest priority.

Hazard ratings will be reevaluated following the implementation of controls to assess for additional risks that may be present due to the new controls.

2. Purpose

To establish a system within the workplace to identify hazards, rate the hazards for the potential injury or property damage and then identify and implement controls registry; to prevent the hazard from causing injury or damage. This System is done in three steps; Recognize (R), Assess (A), and Control (C) the hazards of the workplace.

3. Scope

By rating hazards the Town of Kirkland Lake (the Corporation) shall prioritize the level of the hazard and the urgency or danger presented by a specific hazard.

4. Definitions

Not Applicable

5. Policy & Procedures

The Hazard Assessment Form shall be used to complete this analysis. Using the hazards identified in Step One – Recognize, rate each hazard on the hazard inventory list established by conducting an Assessment of Risk. See page 2 of the Workplace Hazard Assessment Form for more information.

- List all the work processes or work areas.
- Identify and record the potential hazards in each of the work processes or work areas listed.
 - A hazard is something that has the potential to cause harm, personal injury, or damage to property. There doesn't have to be a previous incident.
 - Review Injury and Incident investigations available.
 - Review Safety Committee meeting minutes.
 - Review applicable Legislation.
 - Review Safe Operating Procedures.
 - Consider all contributing factors such as:
 - People
 - Equipment
 - Material
 - Environment
 - Process
- See Workplace Hazard Assessment Form, page 2 for detailed steps to Assessing the Risk.
- Refer to Step Three Control Phase of the Hazard Assessment Policy.

Training

Each Employee must complete the Health & Safety Training as assigned. This will include the reporting of hazards, incident and injuries.

All Department Heads/Supervisors and Safety Committee Members shall receive additional training as assigned.

6. Summary

Evaluation

The RAC system is reviewed annually to ensure all controls are in place and new hazards have been added to the process. If any new hazards are identified by the means outlined in Step One - the hazard assessment shall be updated to reflect the added inventory item, the rating of the hazard and the required controls.

An annual formal review of the Hazard Assessment System will be made by the Management Team, Safety Coordinator and Safety Committee through the workplace hazard assessment document.

Legislation/Standards/Regulations

Ontario Occupational Health and Safety Act, R.S. O. 1990