



POLICY	
Policy Number: HS2020-013	Date Approved: August 2017
Department: Health and Safety	Date Reviewed: October 2020
Control Phase of the Hazard Assessment	

1. Policy Statement

Once hazards have been identified and assessed, the next step in the process is to determine the effectiveness of existing controls and suggest improvements that may be necessary. In the case of existing controls, the Town of Kirkland Lake (the Corporation) will determine their effectiveness.

2. Purpose

To establish a System within the workplace to develop a step-by-step description for each activity rated as a major (HIGH loss potential) hazard 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

The purpose of the third step is developing work instruction that includes safety features/controls at each step of the activity

4. Definitions

Safe Operating Practice (SOP) - A set of instructions for a job, process, or machine that when correctly followed will provide optimum safety to the Employee.

Safe Operating Practices will be used at The Corporation to:

- Train employees performing activities how to avoid exposure to hazards.
- Benchmark safe work guidelines for activities being reviewed during Job Observations.

Responsibilities

Department Heads/Supervisors shall;

- Ensure Owner's Manual and Operating Instructions accompany all new equipment being installed in the workplace.
- For pre-existing equipment where no operating instructions are available, the Department Head/Supervisors must determine the requirements for the SOP.
- Inform their respective Employees as to where they may access the SOP.
- Ensure Employees are trained on the SOP procedures.
- Ensure that Employees are adhering to the SOP.
- Working with employees in each department to review SOP procedure annually, sign-off to ensure they are still applicable to the workplace.

Safety Coordinator will:

- In conjunction with the Department Heads/Supervisor, create SOP's for all high rated hazards.
- Evaluate controls to ensure they are effective.

All Employees shall follow the:

- Instructions and practices according to the Corporation.
- Step by step process as outlined in the SOP.

5. Policy & Procedures

The Department Heads and Supervisors will work in association with the Safety Committee and Safety Coordinator to establish controls for preventing personal injury or property damage.

- There are three lines of defense to be considered when putting into place controls:
 - At the Source (hazard).
 - Along the path.
 - At the employee.
- *The first control is always elimination.*

- If elimination of the hazard is not possible then a review of other controls is made to determine which control or combination of controls will prevent injury or damage.
 - Substitution.
 - Engineering.
 - Administration.
- The last line of defense is the use of Personal Protective Equipment (PPE).
 - This type of control should only to be used in conjunction with other controls.
 - The usage of PPE is allowed when there is no option but to protect the employee.

Once the appropriate controls have been identified and put in place:

- The effectiveness of these controls is to be reviewed during:
 - Monthly Workplace Inspections and reported on the Monthly Workplace Inspection Report Form.
 - Job Observations and reported on the Job Observation Form.
 - Daily supervision of employees by the Department Heads and Supervisors.
 - Annual review of hazard assessment
 - Pre-Start Health and Safety Review

All activities rated as a major loss potential (Hazard Potential Class High) shall have a corresponding Safe Operating Practice (SOP). Controls will be considered for each step of the SOP.

- SOP's shall be written in consultation with:
 - Owner's Manual and Operating Instructions.
 - Industry Standards.
 - Operators of the equipment.
 - Employees exposed to the hazard.
 - Safety Committee or Safety Representative.
 - If questions arise regarding understanding the requirements of a SOP, a Competent Person as defined by the Legislation shall be consulted.

- On an annual basis, the Safe Operating Practice for each major loss potential will be reviewed.
- Additionally, any SOP where there is or was any of the following conditions met will have a review of the SOP completed at that time:
 - Serious or Critical injury.
 - Change to equipment or process.
 - Pending Legislation.
 - New modification or Manufacturer instruction.

Training

Each Employee shall be trained and sign-off on every SOP that applies to their work area.

Department Heads and Supervisors shall inform their respective employees as to where they may access the SOP.

6. Summary

Evaluation

The Safety Committee Member performing the Monthly Workplace Inspection will perform random job observations to determine if employees are adhering to the SOPs.

On an annual basis, the Safe Operating Practice for each major loss potential will be reviewed by the Department Head/Supervisor and the Safety Coordinator.

Additionally, any SOP where there is /or was, any of the following conditions met will have a review of the SOP completed at that time:

- Serious or Critical injury.
- Change to equipment or process.
- Pending Legislation.
- New modification or Manufacturer instruction.

Department Heads and the Safety Committee shall review each SOP procedure annually, and sign-off.

Legislation/Standards/Regulations

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