**Control of Hazards (Sample Standard)**

This sample procedure is meant to be customized by you to fit the needs of your company, and should be integrated into other procedures and processes, such as internal audits and health and safety objectives. This procedure is not meant to be used ‘as-is.’

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| **Standard Information** |
| **Date of Issue:**  | choose issue date | **Scheduled Review Date:**  | choose date for review |
| **Written by:**  | person(s) who wrote document | **Date of Issue:**  | insert date written |
| **Reviewed by:**  | person(s) who reviewed | **Date of Review:**  | insert date written |
| **Approved by:**  | person responsible for process | **Date of Approval:**  | insert date written |

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| **PURPOSE** |
| The purpose of hazard control is to understand (1) exactly what hazards are present in a workplace, (2) how those hazards could result in injury or illness, and (3) how to control the risks associated with these hazards (known as risk management). The next step in the risk management process, following the recognition of hazards and assessment of risk is to identify how these hazards can be effectively controlled in order to mitigate the associate risk to an acceptable level. This process is known as the control of hazards. Once the controls are implemented, we must ensure they are working effectively.  |
| **SCOPE** |
| This organization develops and implements control measures in the workplace to reduce risk associated with all identified hazards to an acceptable level. We ensure that health and safety risks and associated control measures are considered when establishing, implementing, monitoring, and maintaining our occupational health and safety management system. The hierarchy of controls principle is based on effectiveness and is used when determining control measures; these include 1) Elimination, 2) Substitution, 3) Engineering controls, 4) Administrative controls and 5) Personal protective equipment. Hazard controls applied within this workplace will be assessed to ensure they do not create additional hazards. |
| **RELATED DOCUMENTATION** |
| **Internal*** Internal health and safety standards
* Hazard recognition
* Management review report
* Management review inputs
* Standard Operating Procedures
* Hazard and Risk Registry
* Health and Safety Objectives
* Internal Audit Results and Action Plans
* Hazard Reports
* Incident Reports/ Investigations
* Risk assessment
 | **External*** Legislative requirement
* MOL Standards/Guidelines
* Manufactures recommendations
* CSA standards
* Hazard Alerts
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| **DEFINITIONS** |
| **Hazard** | Source of harm or anything that can cause injury or illness in people, or damage to property |
| **Risk** | Combination of the severity and likelihood of harm |
| **Risk rating** | Degree of risk |
| **Control of hazards** | A systematic process of evaluating the potential risks (based on severity and likelihood) that may be involved in a projected activity or undertaking |
| **Control** | Measures taken to mitigate the severity or likelihood of a hazard causing harm |
| **Risk Management** | A sequential process used to manage risk which includes identification of hazards, the assessment of the level of risk associated with the hazard and the required mechanism(s) to control the hazard by reducing the risk (reduce severity or reduce likelihood) |
| **Standard** | A set of guiding principals to be followed during the development of process and procedures that form the OHSMS |
| **OHSMS** | Occupational health and safety management system |
| **Procedure** | Standard steps or series of actions to be taken to satisfy a requirement or complete a task |
| **Process** | The detailed and sequential series of steps needed in order to achieve a particular end or means |
| **Hazard List/Risk registry or register** | Inventory of identified hazards applicable to the workplace and work functions--typically a table that includes the identification of hazards and, as part of the risk management process, assessment of risk level, and identify controls to mitigate the risk |

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| **ROLES AND RESPONSIBILITIES** |
| **Senior Management is responsible for:*** Review and approve the control of hazards procedure and related documents annually, at minimum, or whenever there are changes
* Ensure a standardized format is used for recording the findings of the hazard recognition/control of hazards process
* Determine resources (time and personnel) required for the implementation of the control of hazards procedure (completion, adjustment and review of list or registry)
* Assign roles and responsibilities for the individual(s) directly responsible for determining and implementing the control of hazards
* Ensure communication to all staff regarding results, and review of the control of hazards process as required
* Ensure requirements of this procedure are established, implemented, monitored, and maintained
* Review list or registry being developed and submitted, in order to determine and or approve necessary control actions arising from the risk management process
* Promote the effective control of hazards and risk-based thinking by ensuring that short-term controls are put in place to protect workers from any imminent hazards while more long-term controls are being implemented.

**Supervisors are responsible for:*** Review inventory/ list to ensure relevant work/tasks in area have been risk assessed AND controlled appropriately
* Communicate the control of hazards process and results to worker to ensure awareness of process and outputs
* Seek input and feedback from direct reports regarding the control of hazards process
* Ensure control of hazards procedures are proactively completed, determined and planned implementation before performing any task(s) related to the operations and/or activity; and before the introduction, start-up or use of new equipment, material, substance or process for which hazards have been identified.
* Ensure control of hazards are completed, determined, and planned implementation when there is a change to existing equipment, material, chemical, or process; and when there is a change to the occupational health and safety management system that my affect workplace operations and/or activities for which hazards have been identified.
* Ensure results of control of hazards process are considered and hazard control recommendations are followed in all work
* Ensure short-term controls are put in place to protect workers from any imminent hazards while more long-term controls are being implemented.
* Promote a risk-based approach with direct reports and ensure workers are aware of the hazards and related risks present in their workplace

**Workers (or work representatives) are responsible for:** * Participate in and contribute to the control of hazards process and outputs as required
* Apply a risk-based approach to work ensuring control of hazards procedures are proactively completed before performing any task(s) related to the operations and/or activity; and before the introduction, start-up or use of new equipment, material, substance or process for which hazards have been identified.
* Apply a risk-based approach ensuring that control of hazards are completed when there is a change to existing equipment, material, chemical or process; and when there is a change to the occupational health and safety management system that my affect workplace operations and/or activities for which hazards have been identified.
* Follow direction of supervisor

**Health and Safety Designate(s)/Joint Health and Safety Committee or Health and Safety Representative are responsible for:** * Participate in and contribute to the control of hazards process and outputs as required
* Develop a standardized format to be used for recording the findings of the control of hazards process (through list/registry) which addresses source considerations such as
* Contributing factors that may cause a low-priority risk to become a high priority risk
* Include review of related job factors as well as personal factors which may contribute to risks
* Include a way to identify which hazards present the highest risk and prioritized work to be completed
* Monitor list/registry to ensure the control of hazards process is carried out and progress is being made
* Complete any corrective action plans assigned and/or approved by senior management, based on the review of the results of the control of hazards process
* Support the control of hazards process as required
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| **PROCEDURE** |
| **CONTROL OF HAZARDS** (see Sample Risk Registry in Appendix 1)The following takes place for all control of hazards activities: * Control of hazards are documented
* Control of hazards are updated on a regular basis
* Control of hazards are current and reflect actual work activities
* Relevant documents are made readily available to affected workplace parties
* Everyone at the workplace (or their representatives) is informed of control requirements
* Everyone at the workplace (or their representatives) is consulted in the control of hazards process
* Everyone at the workplace (or their representatives) is given the opportunity to participate in the control of hazards process

Control measures are determined by the risk assessment process and take into account:* The hazard and the identified risk
* Those affected by the hazard and their need to participate in the control measure
* The most serious risks, so the controls can be applied to these first and short-term controls are put in place to protect workers while longer term controls are being considered
* Controls related to purchased goods, equipment, and services
* Applicable legal and other requirements
* Recognized standards, requirements, guidelines, codes of practice,
* Manufacturer/supplier instructions or other relevant considerations related to the operations of the organization
* The ability and capacity of your business to control hazards and reduce the risk to an acceptable level

The organization uses an internally developed form or other process to determine and track the implementation of the control of hazards process (see appendix 1 for a sample risk register). NOTE: Each firm is to determine WHAT mechanism they will use to fulfill the control of hazards process. |

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| **CHANGES TRACKING** |
| **CONTROL CODE (VERSION)** | **DETAILS OF CHANGES** | **DATE CHANGED** | **CHANGE MADE BY** |
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**Appendix 1: Sample Risk Registry**

The following is a sample risk registry. You must create your own process to inventory the identification, assessment and control process. Your firm must be sure to address considerations in the hazard recognition procedure above.

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| **Recognize** | **Assess (consider contributing factors - PEMEP)** | **Control** | **Assurance** |
| **Work Process, Work Area or Job**  | **Work Process, Work Area or Job**  | **Potential Hazard/Accident Description** | **Risk Rating** | **Controls in Place for hazard** | **Responsible to ensure control is in place** | **Control verified by** | **Control verified on (date)** | **Date for Review** |
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