**Recognition of Hazards (Sample Standard)**

This sample procedure should be customized to fit the needs of your company. It should be integrated into other procedures and processes, such as internal audits, and H&S objectives. This procedure is not meant to be used as-is.

|  |
| --- |
| **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 |

|  |
| --- |
| **PURPOSE** |
| Understanding exactly what hazards are present in a workplace, how those hazards could result in injury or illness, and how to control the risks associated with these hazards--is known as risk management. The first step in the risk management process is to recognize hazards that have the potential to cause harm to you and others in the workplace. Hazards can come in many different forms such as chemical, physical, and even psychological. |
| **SCOPE** |
| This procedure covers all documentation related to the recognition of hazards in the workplace including, but not limited to, the following three mechanisms: 1. Hazard Recognition
2. Hazard Reporting
3. Inspections
 |
| **RELATED DOCUMENTATION** |
| **Internal*** Risk Assessment
* Hazard Control
* Management Review Report
* Management review inputs
* Standard Operating Procedures
* Hazard and Risk Registry
* Health and Safety Objectives
* Internal Audit Results and Action Plans
 | **External*** Legislative requirement
* CSA standards
 |

|  |
| --- |
| **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** | 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 |
| **List/registry** | 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 |

|  |
| --- |
| **ROLES & RESPONSIBILITIES** |
| 1. **HAZARD RECOGNITION**

**Senior Management is responsible for:*** Review and approve the hazard recognition 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 process (list/registry)
* Ensure communication to all staff related to the results and review of the hazard recognition 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 hazard recognition process
* Determine resources (time and personnel) required for the implementation of the hazard procedure (completion, adjustment and review of list or registry)
* Designate competent staff to monitor the list or registry and ensure (i) annual review, (ii) when new work activities or equipment are introduced in the workplace, and(iii) following root cause analysis investigations
* Take accountability for the effectiveness of hazard recognition process including its review and maintenance
* Promote use of the hazard recognition process and risk-based thinking

**Supervisors are responsible for:*** Review inventory/ list to ensure relevant work/tasks in area have been captured
* Seek input and feedback from direct reports regarding the list/ registry and hazard recognition process
* Promote a risk-based approach amongst direct reports and ensure workers are aware of the hazards present in their workplace
* Communicate the hazard recognition list/ registry to worker to ensure awareness of process and inventory (included updated results)
* Ensure results of hazard recognition process are considered and hazard control recommendations are followed in all work

**Workers are responsible for:** * Workers (or worker representatives) are informed, consulted, and given the opportunity to participate in the hazard recognition process.
* Apply a risk-based approach in work
* Contribute to the hazard recognition process as required
* Follow direction of supervisor

**Health and Safety Designate(s)/Joint Health and Safety Committee or Health and Safety Representative are responsible for:** * Worker representatives (or workers) are informed, consulted, and given the opportunity to participate in the hazard recognition process
* Develop a standardized format that will be used for recording the findings of the hazard recognition process (list/registry)
* Monitor list/registry to ensure the hazard recognition process is carried out proactively and progress is being made
* Develop detailed schedule for the review including all input items established in the procedure
* Present schedule to senior management for approval and communication
* Complete any corrective action plans assigned and or approved by senior management, based on the review of the results of the hazard recognition process
* Maintain master record of list/registry including inputs and outputs
* Carry out an annual review of the list/registry, plus when new work activities or equipment are introduced in the workplace, and following workplace incident investigations
* Support the hazard recognition process as required
 |
| 1. **HAZARD REPORTING**

**Senior Management is responsible for:*** Ensure a hazard reporting process is established including a means to report and record hazards that have been reported
* Ensure all members of the workforce have received training in the hazard reporting procedure and hazard reporting form
* Ensure follow up action is taken to address hazards reported
* Ensure communication of hazards in the workplace to all relevant workplace parties
* Ensure those who report hazards are kept up to date on the status of the hazard resolution including completion
* Ensure those assigned corrective and follow up actions completed these actions as required
* Ensure the hazard inventory/registry is updated with information obtained from hazard reports
* Ensure hazards are investigated adequately to ensure action is taken to prevent recurrence

**Supervisors are responsible for:*** Ensure workers are trained in hazard reporting procedure and form
* Act on hazards reported through corrective and follow up actions where appropriate
* Notify safety designate of reported hazards and planned corrective action
* Notify health and safety designate once completed
* Communicate hazard report to workers
* Keep workers up to date on status of hazard correction

**Workers are responsible for:** * Report all hazards identified in the workplace (duty to report) to your supervisor
* Use hazard reporting procedure and form
* Participate in the resolution by providing a proposed solution to address the hazard

**Health and Safety Designate(s)/Joint Health and Safety Committee or Health and Safety Representative are responsible for:** * Create and maintain the hazard reporting process, form and records
* Provide management with a status report of hazards reported, outstanding and addressed
* Support training of workers in hazard reporting procedure and form
* Ensure hazards reported are addressed in the hazard recognition registry/list
* Review the hazard reports on a regular basis
* Consider the hazards reported when performing inspections and adjust forms/ checklists where appropriate to ensure hazards are captured in a routine way where possible
 |
| 1. **INSPECTIONS**

**Senior Management is responsible for:*** Conducting workplace inspections as required (including recording and reporting requirements)
* Ensuring that legislated workplace inspections are conducted as required
* Supporting the resolution of items identified as issues and hazards during workplace inspections by allocating resources to address these

**Supervisors are responsible for:*** Conducting workplace inspections as required (including recording and reporting requirements)
* Addressing hazards where appropriate
* Follow up on status of items under their responsibility
* Participate in inspection process
* Communicate inspection results with workers
* Engage with workers during inspections

**Workers are responsible for:** * Participate in the inspection process where appropriate
* Read monthly inspection reports from the JHSC/Health and Safety Worker Representative once posted

**Health and Safety Designate(s) JHSC/Worker Reps are responsible for:** * Support the inspection process and procedure
* Ensure hazards identified during inspections are captured in the hazard reporting risk registry/list
* Report to senior leadership on the status of new, outstanding and resolved issues discovered during the inspection process
* Conducting legislated workplace inspections as required (including recording and reporting requirements)
* Follow up inspections with meetings and ensure progress towards resolution of issues
* Seek Senior Management intervention and support as required through initiating of formal written recommendation process with 21-day time limit
 |

|  |
| --- |
| **PROCEDURE** |
| 1. **HAZARD RECOGNITION** (see Sample Risk Registry in Appendix 1)

The organization will develop a list or registry of all identified hazards that people are exposed to including:* A written statement about what the list is, and how it is used and maintained
* Hazard categories to be considered in identifying health and safety hazards posed by the activities and the work environment (physical, biological, chemical, musculoskeletal, psychosocial, and safety hazards)
* A process for how the list is to be used
* Timeframe and responsibility for review of the list
* Ensure legal requirements and regulatory controls are addressed through the process
* Develop a standardized format that will be used for recording the findings

The hazard recognition process and resulting list, registry will consider all of the following:* Hazards posed by people, equipment, materials, environment, process, organizational culture, and critical events/incidents
* Hazards originating outside the workplace
* Hazards that affect any person in the workplace and employees who may work at locations not under the control of the employer
* Design and layout of the work area, installations, machinery, equipment, processes, related procedures or controls
* Hazards that may result from human interaction within the workplace
* Hazards associated with the start-up; use/operation; maintenance; and set-up and shut down conditions of machinery, equipment or processes
 |
| 1. **HAZARD REPORTING** (See Appendix 2: Sample Hazard Reporting Form)

A **hazard** can be defined as **anything that can cause injury or illness in people, or damage to property**. The hazard reporting procedure will be used for routine and non-routine operations and/or activities. **WHEN to report a hazard:**When a new hazard or an uncontrolled hazard is discovered in the workplace, it is to be reported to your supervisor or manager.**HOW the hazard is to be reported:**The hazard is to be reported using a *Hazard Reporting Form* (see sample in appendix 2). All hazards will be identified as high (class A hazard), medium (class B hazard) or low (class C hazard) as defined here. All reported hazards are addressed based on the level of priority assigned. 1. High (Class A hazards) are those with a high-risk potential. They are serious or significant hazards, and should receive high priority for immediate control, work should not continue if a class A hazard is present.
2. Medium (Class B hazards) are those with moderate risk potential and should be controlled as soon as possible and ideally after the higher priority hazards have been addressed.
3. Low (Class C hazards) are those with a low potential for harm and should be controlled when appropriate and only after any higher priority hazards have been addressed.

High and Medium level hazards are typically more serious and may require special expertise or assistance to be addressed. These should involve the employer or supervisor with the assistance of the Health and Safety designate, and/or Joint Health & Safety Committee to address. Low level hazards can typically be corrected by the identifier **BUT ONLY IF** it can be done in a safe and healthy manner. If this can be achieved it should do so as soon as possible (e.g. clearing an emergency exit). **PLEASE NOTE:** All hazards or incidents relating to violence and harassment are also documented using the Hazard Reporting Form, and must follow the Workplace Violence and Harassment Investigation process.**WHAT happens once the hazard has been reported:** Once the hazard reporting form has been completed: 1. Hazard reporting form submitted to worker’s supervisor or manager (receiver of the report).
2. If the hazard is minor and can be corrected as per the requirements above by the employee, the hazard AND corrective action is to be recorded on the reporting form.
3. Receiver of report informs health and safety designate and JHSC/HS Rep.
4. Receiver of report assesses the hazard, ensures risk rating is appropriate and moves on to addressing the hazard or assigning the corrective action to be completed to the appropriate resource, including a timeline for correction.
5. Receiver of report informs the reporter of the hazard what will be done.
6. Receiver of report follows up with the status of correction accordingly, ensures the hazard is controlled properly in conjunction with the health and safety designate or JHSC (for class A and B hazards) and will notify the reporter of the hazard once the hazard has been addressed.
7. Receiver of report completes the form and identifies actions taken including date, and communicates the completed copy of the report to all relevant stakeholders to ensure communication of the hazard and resolution.
8. Health and safety designate files official copy of completed form (including action item) and ensures hazard is addressed in the risk registry/list.

**REQUIRED Follow-up**Once the hazard reported is integrated into the risk registry/list, it will become subject to at least an annual review to ensure appropriate controls are in place for the hazard. All communication required under the hazard recognition procedure will take place. |
| 1. **WORKPLACE INSPECTION PROCEDURE** (See Appendix 3A and 3B)Although there are various types of inspections that can take place in the workplace, this procedure will focus on inspections to be carried by two main groups/functions:

|  |  |  |
| --- | --- | --- |
|  | General Inspection | Legislated Inspections |
| **WHO** | Leadership, including supervisors, managers and senior leadership | The JHSC or Health and Safety Worker Representative (worker members MUST carry out) |
| **WHAT** | General high-level inspections of the workplace | Legislated health and safety inspection of the workplace |
| **WHEN** | Supervisors – dailyManagers – monthly (at least)Senior leadership – annually (at least) | At least monthlyWhere it is not practical to inspect the entire work area every month, the JHSC/HS Rep shall contact the Ministry of Labour and seek permission to inspect a portion of the workplace every month to ensure the entire workplace has been inspected within a 12-month period. |
| **WHERE** | Supervisors – work areas under direct responsibilityManagers – department under direct responsibilitySenior leadership – business unit or other | Each workplace/ location the JHSC/HS Rep represents (in its entirety) |
| **WHY** | To ensure proper working procedures, quality and safety, interact with workers, due diligence. | To ensure legal compliance with inspection requirements, inform JHSC meetings, identify and address hazards, ensure the Internal Responsibility System is functioning. |

The following section address the **HOW** regarding each type of inspection.General Inspection Procedure When performing a general inspection, the following steps should be taken: * Walk around the area under inspection. Check the working environment and equipment using the applicable department *Inspection Checklist* form (any problems not listed on the checklist should also be noted).
* Check to see employees are working safely, according to procedure, that the work area is free from hazards.
* Ensure employee contacts/observations are made with at least one or more workers during each inspection.
* Ask employees if they have any concerns or hazards in their work area to report and record their input as applicable. Record any contact with employees. Observe employees to identify policies and procedures are being followed and commend or correct as necessary.
* Use positive reinforcement when you encounter positive and safe work habits and safe work areas.
* Note hazards, including undesirable housekeeping, poor job practices, or any other unsatisfactory or substandard conditions.

Be sure to record all inspection activities including activities observed, when, where, who performed the inspection, and always ensure items that need to be addressed are followed up on. All action items resulting from an inspection should also be recorded and the inspection action items should be marked complete once appropriate to do so. Legislated Workplace Inspection Procedure (JHSC/HS Rep)The Joint Health and Safety Committee should ensure the following steps are taken when it comes to legislation health and safety inspections:1. Develop and post an annual inspection schedule (as per the Occupational Health and Safety Act (OHSA) Section 9 (28) & 8 (8)), be sure to includes dates and assign inspectors.
2. Inspections of the workplace are to be conducted monthly.
3. Complete the inspection at least one week prior to quarterly Joint Health and Safety Committee meetings.
4. Each inspection is to be performed jointly by two JHSC members (one management and one worker member). An inspection can only be performed if there is a worker member present to conduct the inspection.
5. Walk around the area under inspection. Check the working environment and equipment using the *JHSC Workplace Inspection Checklist* form (any problems not listed on the checklist should also be noted).
6. Inspect areas subject to repeated injuries or health/illness complaints.
7. Check to see that problems identified during the last inspection have been resolved.
8. Make sure all required OHSA and WSIB materials are posted.
9. Speak to workers and supervisors, ask if they have any hazards to report and record their input as applicable.
10. Observe employees to determine if policies and procedures are being followed and identify any necessary revisions. Ensure that employees are operating and maintaining equipment according to their safety training.

Record observations and findings including:* Hazards identified
* Locations in the workplace
* Rating for identified hazards
* Recommend corrective actions for observed problems or hazards
* Sign and date the reports
* Distribute the report to appropriate stakeholders (managers, JHSC, supervisors)
* Ensure follow up as required
 |

|  |
| --- |
| **CHANGES TRACKING** |
| **CONTROL CODE (VERSION)** | **DETAILS OF CHANGES** | **DATE CHANGED** | **CHANGE MADE BY** |
|  |  |  |  |
|  |  |  |  |

**Appendix 1: Sample Risk Registry**

The following is a sample risk register, the client must create their own process to inventory the identification, assessment and control process. The firm must ensure to fulfill the considerations addressed in the hazard recognition procedure above.

|  |  |  |  |
| --- | --- | --- | --- |
| **Recognize** | **Assess** | **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** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

**Appendix 2: Sample Hazard Reporting Form**

This form is to be completed upon the employee’s discovery of a workplace hazard.

* **Hazard:** a source of danger where there is a possibility of incurring loss (human or property).
* **Incident:** an event where a person has sustained an injury (use other form).

**Submit this form to your supervisor or manager**

**Date: Time:**

**Report Issued By: Department:**

**I am reporting a (circle one):**

 Hazard Incident (DO NOT use this form)

 **Hazard risk potential** **Additional information**

 **must be given to human resources**

**High Medium Low – use proper form: REF form**

***Please note:*** *for* ***HIGH*** *risk hazards or near misses that do not have any controls in place, all actions should immediately cease, and actions should be taken to lessen the risk. For* ***medium*** *risk potential hazards or near misses with no controls in place, actions should be taken to reduce the risk with in one week of hazard identification.*

**Location it took place:**

 **Branch Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State/ Province: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Specific Area**

 **Shop Warehouse Outside/Yard**

**Parking Lot Customer Site Office**

 **Other details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Description *(What happened?):*** |
|  |
| **Recommended Action *(What should be done?)*** If you cannot rectify the situation yourself, see your supervisor to have it addressed***:*** |
|  |
| **Action Taken *(What controls were put in place and who was involved?):*** |
|  |
|  |  |  |
| **Date Rectified:** | **Addressed By (employee):** | **Control method approved by:** |

**Appendix 3(A): Sample Workplace Inspection Checklist**

**\*Note the firm must create their own workplace inspection checklist and it must be reflective of their work areas and hazards. A checklist is used to examine standard items consistently.**

|  |
| --- |
| **Location: Date: Inspected By:** |
| **BASIC SAFETY** | **YES** | **NO** | **IDENTIFIED HAZARD** | **CORRECTIVE ACTION / COMPLETED** |
| Aisles and floors are free of slip and trip hazards? | X |  |  |  |
| Workspaces, tables, desks, and offices are clean and orderly? | X |  |  |  |
| Lighting is adequate and lenses are secure and not falling out? |  | X | Inadequate lighting – 1219A-D | Convert to LED or replace bulbs |
| Ceiling tiles are intact, undamaged and in place? | X |  |  |  |
| Exit signs and emergency lighting are illuminated and tested? | X |  |  |  |
| Area is free from fall hazards? (No boxes on cabinets, or stuff piled to high) | X |  |  |  |
| Evacuation kit has all components and flashlight has been tested? | X |  |  |  |
| Adequate clearance is maintained?(44" for corridors/stair ways) (36" for aisle) (32" for doors) | X |  |  |  |
| Area is free from signs of weather damage, pests, mold / mildew or other concerns? | X |  |  |  |
| Fire extinguishers have been checked & signed-off?  | X |  |  |  |
| Washrooms / Kitchen are clean and orderly? | X |  |  |  |
| Electrical panels are covered/closed and unobstructed by at least 1M of space  | X |  |  |  |
| Free from other H&S concerns? |  |  |  |  |

**Appendix 3(B): Sample Workplace Inspection Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Inspection Location: |  |  |  | Inspector’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of Inspection: |  |  |  | Inspector; s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Inspection Type: |  |  |  | Theme or Focus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Hazard Ratings\*:**  |  |  |  |   |
| High = Class A: May cause major injury |  |  |  |  |  |  |  |
| Medium = Class B May cause serious (moderate) injury |
| Low = Class C: May cause minor injury/damage |
| # | Location Details | Hazard Observed | Hazard Rating(H M L) | Repeat Item | Recommended Action | Action Taken/ Person Responsible | Date for Action Completion | Actual Date Completed | Comments/ Status |
| Yes | No |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**\*A firm can also use a form in addition to, or instead of a checklist. A form allows the firm to record hazards as observed and does not use a rigid structure.**