

CATEGORY: Human Resources

POLICY NO.:

SUBJECT: Occupational Health & Safety
Hazard Recognition Policy

PAGES: 5

APPROVED BY: [Click here to enter text](#)

DATE: 13-Sep-17

PURPOSE

To identify a thing or situation that can be a source of harm or danger to the worker. Employers and managers/supervisors are required by law to inform workers about any hazards in the workplace and take every precaution reasonable for the health and safety of workers.

Workers are required to report any hazards they are aware of to their employer and/or manager/supervisor.

DEFINITIONS

Hazard

Any real or potential condition, practice, behavior, act or thing that can be a source of harm or danger to a worker or results in damage or loss of equipment, property, environment or process.

Risk

The chance of injury or loss measured by a combination of the likelihood of the occurrence and the severity of the outcome to the health and safety of workers.

RISK = LIKELIHOOD X SEVERITY

Unsafe Act

Performance of a task or activity that is conducted in a manner that may threaten the health and/or safety of workers. Examples of an unsafe act include:

- Lack of or improper use of personal protective equipment
- Failure to tagout/lockout
- Operating equipment at unsafe speed
- Bypass or removal of safety devices
- Using defective equipment

Unsafe Condition

A condition in the physical environment of the workplace that is likely to cause an injury to a worker or damage to property. Examples of an unsafe condition include:

- Defective tools, equipment, or supplies
- Inadequate guards
- Inadequate warning systems
- Fire and explosion hazards
- Poor housekeeping, uneven walking surfaces
- Excessive noise, poor ventilation

Occupational Injury

Damage or harm done to the body resulting in a workplace accident.

Occupational Illness

A condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired thereby and includes an occupational disease for which a worker is entitled to benefits under the Workplace Safety and Insurance Act, 1997. (OHS 1 (1))

ROLES & RESPONSIBILITIES

Employer

1. Take every precaution reasonable in the circumstances for worker protection.
2. Shall ensure equipment, materials and protective devices as prescribed are provided and are maintained in good condition.
3. Shall ensure equipment, materials and protective devices are used as prescribed.
4. Ensure prescribed measures and procedures are carried out.
5. Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
6. When appointing a manager/supervisor, appoint a competent person.
7. Acquaint a worker or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
8. Afford assistance and co-operation to the Best Practice Joint Health & Safety Committee and Health & Safety Representatives in the carrying any of their functions.

Manager/Supervisor

1. Advise workers of any potential or actual health or safety hazards known by the manager/supervisor.
2. Encourage workers to report hazards.
3. Ensure workers work in compliance with the provisions of the OHS Act
4. Report unresolved hazards to the employer

Worker

1. Work in compliance with the provisions of the OHS Act
2. Report immediately the existence of any hazards which he/she is aware to their manager/supervisor or designate
3. If no corrective action is taken, report the issue to the employer, Health & Safety Representative or JHSC.

HAZARD REPORTING PROCEDURE

Major hazards are to be reported to the manager/supervisor or designate. The manager/supervisor or designate shall address the hazard immediately. The findings will be documented on the Hazard Reporting Form by the worker and manager/supervisor.

For a **moderate or minor** hazardous situation:

- The employee will complete page 1 of Hazard Reporting Form (Appendix A) and forward it to manager/ supervisor or designate.
- The manager/ supervisor will document corrective steps in the Corrective Action section of the Hazard Report Form and sign it

The Hazard Report Form will be reviewed and signed by the Employer.

Hazard Categories

There are six specific health and safety hazard categories.

1. Physical Agents:
 - Exposure to excessive noise, vibration, extreme temperatures (heat or cold), and radiation.
 - They can result in, among other things, hearing impairment, musculoskeletal disorders, heat stroke and exhaustion, frostbite or cancer.
2. Chemical Agents:
 - Hazards associated with the use of chemicals or materials in the workplace.

- Can be toxic, corrosive, cancer causing, cause fires and explosions, or cause dangerous reactions.
 - If used improperly, they can result in damage to the body, such as burns to the skin or lungs, skin rashes, eye injury from splash, or damage to internal organs.
3. Biological Agents:
- Exposure to micro-organisms and their toxins can produce illnesses or disease.
 - Includes bacteria, viruses, fungi and plants.
4. Musculoskeletal Disorder:
- Exposure to repetitive or forceful exertions, pushing, pulling or carrying heavy objects, awkward or static body postures, contact stress, body vibration, cold temperatures and work organization can result in damage to the muscle and skeletal system.
 - These tend to develop over long periods due to ongoing exposure to one or more risk factors in the job.
5. Psychosocial:
- Includes non-physical hazards that can influence the health of workers. These might be called work or organizational factors or workplace stressors.
 - These may be caused by work overload, lack of control, job uncertainty, conflicts, working alone and workplace violence or harassment.
6. Safety Hazards:
- Substandard acts or conditions that have the potential to cause injury. Safety hazards can be classified under following categories.
 - Manual Material Handling – this includes activities such as lifting, carrying, lowering, pushing, and pulling during tasks.
 - Machine Hazards – Mechanical devices can be a source of hazard especially those with moving parts that come into contact with a worker’s body.
 - Energy Hazards - There are four common workplace energy forms: electricity, hydraulic (pressurized liquids) and pneumatic (gases), chemical and thermal, kinetic and potential.
 - Falls - There are two types:
 - Same level falls from slips and trips
 - Falls from heights produced by falling from staircases, portable and fixed ladders, rooftop.

COMMUNICATION & TRAINING

1. Every new employee of [Click here to enter text.](#) will receive training on the Hazard Recognition Policy and the hazards specific to their work location.

2. Education and training programs will be developed in consultation with the Joint Health & Safety Committee and Health & Safety Representatives.
3. Workers will receive annual refresher training.

RECORD KEEPING

Written records of reported hazards and training will be maintained for a period of 3 years.

EVALUATION

Click here to enter text. shall review the Hazard Recognition Policy annually. Amendments will be done in conjunction with the Joint Health & Safety Committee and Health & Safety Representatives.

Signature: _____

Print Name: _____

Date: _____