SECTION: Health and Safety

POLICY: HS 04

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HAZARD IDENTIFICATION, RECOGNITION, ASSESSMENT & REPORTING POLICY

PREAMBLE

Contact Brant is committed to identifying, assessing, and removing or controlling any hazards it can in order to safeguard the health and safety of all of its employees. Contact Brant will take appropriate action on any recommendations put forward by the health and safety committee to control or eliminate any known hazards. In addition, Contact Brant will proactively identify hazards whenever possible in order to prevent them from becoming a danger to employees or to visitors to the workplace.

Contact Brant uses the Hierarchy of Controls:

1. Elimination or substitution.
2. Engineering controls (including substitution, isolation, or ventilation).
3. Administrative controls (including changes in job schedules or maintenance practices).
4. Personal protective equipment (PPE).

Definitions:
A "*hazard*" is any practice, behaviour, substance, condition, or combination of these that can cause injury or illness to people or damage to property. Source: Canadian Centre for Occupational Health and Safety (CCOHS).

- *Chemical Hazards* - Chemicals that come into contact with the human body causing harm are known as chemical hazards. These chemicals may exist in different forms of mists, vapours, fumes, gasses, dust or liquids.
- *Biological Hazards* - Mold, viruses, bacteria, fungi, insects, animals, bodily fluids and plants that may cause adverse effects to the human body are classified as biological hazards.
- *Ergonomic Hazards* - Physical disorders and stresses that cause harm to the human body resulting from poor work conditions, posture, improper material handling, poor seating support, fatigue and improper work/rest cycles are considered ergonomic hazards.
- *Electrical Hazards* - A dangerous condition such that contact or equipment failure can result in electric shock, arc-flash burn, thermal burn or blast.
- *Musculoskeletal disorders* are a group of painful disorders of muscles, tendons, and nerves (CCOHS).

- *Engineering Controls* - Engineering controls help reduce the risk of potential hazards either by isolating the hazard or removing it from the workplace. They are important because they are included in the work process. Engineering controls are usually preferred to other control measures, such as the use of personal protective equipment. Substitution of a less hazardous material or industrial process is the best way to reduce a hazard and is often considered to be a type of engineering control.
- *Administrative Controls* - Administrative controls deal with the directing of people and include policy, procedures, and training. Administrative controls reduce or limit the amount of risk that an employee has to a specific hazard through rotation, job assignment, or time periods away from a contaminant or hazard.
- *Personal Protective Equipment* - Personal protective equipment is the final line of defence against hazards in the workplace. It is implemented only after other reasonably practicable means of *eliminating a hazard have been attempted.*
- *Chemical Hazards* - Chemicals that come into contact with the human body causing harm are known as chemical hazards. These chemicals may exist in different forms of mists, vapours, fumes, gasses, dust or liquids.
- *Biological Hazards* - Mold, viruses, bacteria, fungi, insects, animals, bodily fluids and plants that may cause adverse effects to the human body are classified as biological hazards.
- *Ergonomic Hazards* - Physical disorders and stresses that cause harm to the human body resulting from poor work conditions, posture, improper material handling, poor seating support, fatigue and improper work/rest cycles are considered ergonomic hazards.
- *Electrical Hazards* - A dangerous condition such that contact or equipment failure can result in electric shock, arc-flash burn, thermal burn or blast.
- *Consequence* - Consequence is a description of the outcome of the occurrence of an incident, including an evaluation of the loss as it affects people, property and equipment, environment and the company image.
- *Probability* - Probability is the likelihood that the identified hazard will result in a consequence within a specified period of time.
- *Unsafe Act* - behaviours that could lead to an accident/incident. Examples of unsafe acts: can include using equipment in an unsafe or careless manner or not using personal protective equipment as required.
- *Unsafe Condition* – circumstances in which could allow an accident to occur. Examples of unsafe conditions can include inadequate, improper or lack of safety devices, slippery work surfaces, electrical grounding requirements not observed, and containers that are not labelled.

REFERENCE MATERIALS:

- Ontario's *Occupational Health and Safety Act,* section 9.
- Occupational Health and Safety Act *OSSA Hazard Control Resource Guide*.

POLICY

Contact Brant will ensure that its workplace is assessed for hazards. In the event that a hazard is identified that could cause injury to an employee, Contact Brant will ensure to either eliminate the hazard at its source or identify another way to perform the work that would not result in injury. In the event that the hazard cannot be corrected or removed, the appropriate personal protective equipment (PPE) will be provided by Contact Brant.

PROCEDURES

1. Possible Hazard Health Effects: If any hazards at Contact Brant could result in any of the following adverse health effects, they shall be controlled as per the hierarchy of controls. These adverse health effects could include:
    - Disease
    - Bodily injury
    - Change in the way the body functions, grows, or develops
    - Effects on a developing fetus
    - Inheritable genetic effects
    - Decrease in lifespan
    - Change in mental condition
    - Effects on a person's ability to accommodate additional stress.
2. Workplace Hazards: In the event that a hazard is present and poses a risk, Contact Brant will work towards its elimination as is feasible in the workplace, following the steps of the hierarchy of controls. Contact Brant will reassess the workplace for additional hazards following a schedule of every quarter. The following list represents hazards that may exist at Contact Brant - this list is not exhaustive of every hazard that could be present:

    2.1. *Biological Hazards*: As any of these biological hazards may result in negative health effects, including allergies and skin irritation, Contact Brant will ensure to control any of these biological hazards at the source and provide PPE when it is not possible to completely eliminate the hazard through the hierarchy of controls. Biological hazards could involve any of the following:
        - Bacteria
        - Viruses
        - Insects
        - Plants
        - Birds
        - Animals
        - Humans
        - Mold

    2.2. *Ergonomic Hazards*: The assessment of ergonomic hazards relates directly to the employee and the job that they are doing (specifically the manner in which they are completing the duties of their job). Ergonomics refers to matching the job to the employee completing the work. Ergonomic hazards can include simple actions such as:

- Lifting
- Pushing
- Carrying
- Lighting
- Hearing
- Sitting
- Standing
- Pulling.

When these actions are performed in a way that contorts the body in an unnatural way or in a persistent way that puts strain on muscles or tendons, workplace injuries could result. Contact Brant will perform periodic ergonomic checks to verify that employees are able to complete the actions required of their position without putting undue physical strain on themselves.

As needed, Contact Brant will make appropriate modifications to the workplace, including providing tools to help with manual lifting; ensuring that the lighting is adequate for the work being completed; modifying workstations to prevent musculoskeletal disorders, etc., to prevent employee injuries.

2.3. *Physical Hazards*: Contact Brant will assess the workplace for any of these physical hazards and ensure that all levels are within the acceptable ranges to ensure the health and safety of employees, taking needed action to correct the hazard if it is not.

Physical hazards are elements that could affect an employee's physical health and safety if they are outside of tolerable ranges or persistent to the point of being detrimental to health. Some physical hazards could include:

- Temperature (hot or cold)
- Indoor air quality, including scents
- Noise levels (resulting in possible damage to hearing)
- Radiation (including through sunlight, UV lamps, etc.)

2.4. *Safety Hazards*: Safety hazards in Contact Brant's workplace could consist of the tools required to perform job duties, as well as the prevention of basic slips, trips, and falls. Tools, which refer to materials, etc. shall be assessed for safety on a regular schedule and repairs will be made once the need is known.

For the prevention of slips, trips, and falls, Contact Brant will ensure that either non-slip mats or carpets are available where rain or snow may be tracked into the building and that all steps are a standard height with any changes in elevation clearly visible.

2.5. *Chemical Hazards*: Contact Brant will follow the GHS-WHMIS 2015 regulations concerning any chemicals in the workplace and will ensure that SDS sheets are available for any chemicals present. Further, all regulations concerning the appropriate labeling, transportation, and storage of chemicals will be followed.

2.6. *Psychosocial Hazards*: Hazards may exist that can adversely affect an employee's mental health. Contact Brant has zero tolerance for any bullying, violence, or harassment in the workplace. Refer to the *Workplace Anit-Harassment and Anti-Violence Policies*.

Contact Brant will provide support for employees under undue work-related stress that is affecting their ability to complete their job duties. This may involve a reassessment of priorities, or in some cases, an elimination of conflicting job demands, etc.

3. Employee Responsibilities: Employees have the responsibility of notifying their health and safety committee, or their supervisor, of any known hazards in the workplace and then working together towards a solution.

4. HAZARD RECOGNITION AND ASSESSMENT:
Hazard identification and control are the key components in maintaining a safe and healthy workplace. Hazards, occupational factors or illnesses arising from the workplace, which may cause affected health and negative wellbeing, sickness or significant inefficiency must be identified and controlled.

These procedures are to assist in the identification, rating and control of existing or potential hazards in the workplace. Recognizing and assessing hazards is the first step to controlling or eliminating risk. Methods of doing this include observation and reporting, inspection, task analysis, and trend identification.

4.1. Hazard Assessment results can include:
- Increased knowledge of the dangers inherent in the tasks of employees;
- Enhanced safety awareness and improved safety dialogue and communication amongst employees;
- Improved focus for workplace safety inspections;
- Improved risk management leading to increased accident prevention; and/or,
- Compliance with the Occupational Health and Safety Act.

4.2. Each identified or recognized hazard will be assessed for its loss potential, and health and safety controls will be put into place to ensure that activities can be performed with maximum safety. Safe Operating Procedures will be developed and implemented for all tasks that are rated as having a potential for a major loss. Factors that contribute to making a hazardous job area:
- People (training/competency),
- Equipment; Materials; Environment; and,
- Process (the way the work is done).

4.3. The degree of hazard or risk can be estimated using knowledge of the potential for a major injury (severity) and knowledge of the probability of occurrence (for example, an inexperienced worker or a new job).

4.4. *Assessment*: The assessment process contains four basic components:
- Identifying the source
- Recognizing the hazard

- Evaluating the potential loss
- Controlling the risk.

4.5. *Hazard Categories*: Hazards are divided into many categories, which may include the following:
- Chemical hazards;
- Biological hazards;
- Physical hazards;
- Ergonomic hazards (Repetition, Posture, Force);
- Electrical hazards;
- Compression hazards; and/or,
- Thermal hazards.

4.6. *When to conduct a hazard assessment:* You must conduct a hazard assessment when you are taking on a new scope of work, when the environment changes, when new hazards are identified or when new hazards cannot be eliminated. When conducting a hazard assessment, ensure you include the following:
- The identified step/task;
- The health, safety and ergonomic criteria;
- The identification of the hazard and the potential injury(s);
- The risk assessment (rating number to identify the low, medium or high risk); and,
- The controls to help eliminate or mitigate the risk to protect the worker.

4.7. *Hazard Assessment and Review Process:* Hazard assessments will be reviewed by Management in cooperation with the Worker Health and Safety Representative/Joint Health and Safety Committee:
- Every 3 years; or,
- When a new process/equipment is introduced to the workplace; or,
- When a process/equipment has changed or been relocated; or,
- When an incident has occurred and is associated with worker activities/the work environment.

4.8. *Management Roles and Responsibilities re Hazard Recognition and Assessment:*
- Act as a resource to supervisors on the hazard assessment development process; and,
- Facilitate the training of supervisors on the hazard assessment process.
- Ensure all employees who conduct hazard assessments are trained on the identification, assessment and control of hazards; training will be documented, and records filed in the employee's Human Resource Record. Training will include legislative requirements, internal procedures, and specific procedures.
- Review the Hazard Assessment and Review procedure annually for its effectiveness in cooperation with the Joint Health and Safety Committee.

4.9. *Supervisor Roles and Responsibilities re Hazard Recognition and Assessment:*
- Conduct hazard assessments when required;
- Review hazard assessments for accurate risk rating and controls;
- Ensure hazards and their controls are communicated to affected staff;
- maintain a record of the *Hazard and Risk Assessment Forms*.

4.10. *Employee Roles and Responsibilities re Hazard Recognition and Assessment:*
- Participate in the hazard assessment process where required;
- Follow all control measures identified in their scope of work.

5. HAZARD REPORTING PROCEDURE: It is the duty of all employees to report hazards to their supervisor or the CEO whenever a potential or actual hazardous act or condition is identified.

5.1. All hazards will be identified as major, moderate or minor and will be dealt with in priority sequence. Use the *Hazard and Risk Assessment Form*.
- *Major hazards* are defined as those with a high-risk potential. They are serious or significant hazards and should receive high priority for immediate controls or elimination.
- *Moderate hazards* are defined as those with medium risk potential and require controls as soon as possible.
- *Minor hazards* are defined as those with low-risk potential and require controls after any higher priority hazards have been addressed.

5.2. Upon the discovery of a hazard, any employee must proceed in the following manner:
- *If the hazard is minor* and can be corrected in a healthy and safe manner by the employee or supervisor, they should proceed and then record the action taken on the back of the Hazard Reporting Form. (Example: moving boxes that are blocking a doorway).
- Complete the *Hazard Reporting Form* indicating whether the hazard is minor, moderate, or major. Provide the completed form to the Manager representative on the Health and Safety Committee, with copies to the CEO and the Joint Health and Safety Committee Chair. The Manager will further complete the *Hazard and Risk Assessment Form* to assess and rate the hazard.
- *If the hazard is moderate or major*, the CEO with Management will be required to provide a response with the immediate action taken as well as, within 21 days, the development and implementation of Health and Safety Controls and Safe Operating Procedures. All responses will be reported on the Hazard Response Form, with copies sent to the employee reporting the Hazard, the Joint Health and Safety Committee, and to the Health and Safety Manager for

record-keeping purposes.

5.3. *Management Roles and Responsibilities re Hazard Reporting:*

- Act as a resource to supervisors and workers; and
- Review completed *Hazard Report Forms* to identify any other improvements, corrective action or proactive initiatives.
- Communicate this procedure to all employees through Staff meetings;
- Ensure orientation of new employees; and/or,
- Provide coaching if an employee was found to have contravened this procedure.
- Monitor the use of the *Hazard Report Form*, and, if needed, provide training in its use to all Supervisors and Employees.
- Annual evaluation of this procedure and the Hazard Report form will be done by the CEO on an annual basis in cooperation with the Joint Health and Safety Committee.

5.4. *Supervisor Roles and Responsibilities re Hazard Reporting:*

- Complete the Hazard Report Form with the assistance of the employee reporting the hazardous condition/act;
- Rate all hazards using the Hazard and Risk Assessment Form;
- Ensure that any hazardous conditions or acts are followed up on a timely basis;
- Ensure that all the action(s) are completed; and,
- Ensure that copies of the Hazard Report Form are distributed to the CEO and the Joint Health and Safety Committee.

5.5. *Employee Roles and Responsibilities re Hazard Reporting:*

- Report immediately to management the existence of any hazard; and,
- Assist the manager with completing the Hazard Report Form.