



## HAZARD MANAGEMENT

### INTRODUCTION

Hazard management is fundamental to health and safety and is a legislated requirement ([Alberta Occupational Health and Safety \(OHS\) Code - Part 2 Hazard Assessment, Elimination and Control.](#))

The three elements of hazard management are the identification, assessment and control of hazards.

A **hazard** is a condition or behavior that has the potential to cause an injury or loss. A hazard assessment is a standard documented process to identify health and safety hazards and evaluate the risk associated with job tasks. It includes a method to determine risk for prioritizing health and safety hazards.

**Hazard controls** are measures that are implemented to eliminate or reduce the risk of hazards. If an existing or potential hazard is identified during a hazard assessment, measures must be taken to eliminate or control the hazard.

A **formal hazard assessment** assesses overall operations to identify hazards, measure risk (to help prioritize hazards), and develop, implement and monitor related controls. Worker jobs or types of work are broken down into separate tasks, the hazards of each task are identified and controls are implemented to minimize risk.

A **field-level hazard assessment** (site-specific) is performed before work starts at a site where conditions change or when non-routine work is added. This flags hazards identified at the location (e.g. overhead power lines, poor lighting, wet surfaces, extreme temperatures, the presence of wildlife), or introduced by a change at the work site (e.g. scaffolding, unfamiliar chemicals, introduction of new equipment). Any hazards identified are to be eliminated or controlled right away, before work begins or continues.

### STANDARD

Hazard assessments are required for all University of Lethbridge job positions and are completed using the **Hazard Assessment and Control Procedure**. One Hazard Assessment Form may be completed for a number of job positions with similar tasks.

1. Hazard Assessments must be completed by the manager or supervisor in consultation with affected employees:
  - for each job or occupation at the workplace; or
  - for each task completed by each job or the occupation at the workplace

2. Hazard Assessments must be accessible to employees at the workplace for each job or occupation performed. The content of Hazard Assessments must be communicated to:
  - new employees
  - employees performing a task they have not performed before
  - employees performing a task at workplaces they have not worked before
3. Employees must be advised of the hazards and controls in place when affected by the work of contracted services and others at University of Lethbridge workplaces.
4. Employees must be advised of the hazards and potential hazards that they may be exposed to and the prescribed hazard controls they are required to use for work at other than University of Lethbridge workplaces.
5. Hazard Assessments must be reviewed and/or revised:
  - when a new work process or new equipment is introduced
  - when a work process or operation changes
  - at new University of Lethbridge workplaces or before the construction of significant additions or alterations
  - when new hazards are identified, new controls are implemented or controls for hazards are modified as a result of an inspection, incident investigation, emergency exercise or emergency
  - at least annually
6. The name of the individual that completed the hazard assessment and the date it was completed or revised must be recorded on all Hazard Assessments.

**Hazard Reporting:** It is both a legal responsibility and a University requirement to report hazards and protect against them as soon as they are identified. This enables the University to proactively control the hazardous situation or action to prevent injury or illness.

All hazards shall be reported to the immediate supervisor, who has accountability to correct the situation or refer it on to appropriate departments for correction.

**EMERGENCIES must be reported to Security Services at 403-329-2345 or call 9-1-1 for Police, Fire or Ambulance.**

Non-emergency hazards can be also be reported directly to Campus Safety, departmental safety committees and the University's Health & Safety Advisory Committee.

**Note:** This procedure does not restrict workers from exercising their right to refuse dangerous work, as defined by the *Occupational Health and Safety Act*. Under the Act, workers cannot be subjected to reprisals for exercising this right. Refer to the Right to Refuse Dangerous Work Procedure for additional information.

## RESPONSIBILITIES

### Managers and Supervisors:

- Complete Hazard Assessment training.
- Complete Hazard Assessments for, and review with direct reports. Involve affected Employees when completing Hazard Assessments. Updates are required at reasonably practicable intervals, after an incident or when changes to operations / equipment are implemented.
- Read and review the Hazard Assessments for your job description and provide feedback to your Supervisor/Manager. Participate in completing Hazard Assessments when requested.
- Provide, implement, and enforce the use of controls for hazards identified Hazard Assessments.
- Use hazard controls identified Hazard Assessments, including engineering controls, administrative controls and personal protective equipment (PPE).
- Complete training in the use, care, maintenance and limitations of required personal protective equipment (PPE) identified in Hazard Assessments
- Implement or participate in a preventive maintenance program and processes to maintain equipment and ensure defective equipment is not used.

### Employees:

- Complete Hazard Assessment training.
- Read and review the Hazard Assessments for your job description and provide feedback to your Supervisor/Manager. Participate in completing Hazard Assessments when requested.
- Use hazard controls identified Hazard Assessments, including engineering controls, administrative controls and personal protective equipment (PPE).
- Complete training in the use, care, maintenance and limitations of required personal protective equipment (PPE) identified in Hazard Assessments

## TRAINING

**Hazard assessment training** is provided online and in workshop format. It is mandatory training for all University Employees, Supervisors and Managers. Campus Safety provides guidance and advice to assist Supervisors and Managers complete Hazard Assessments.

## HEALTH AND SAFETY PROGRAM FRAMEWORK

Campus Safety has developed comprehensive health and safety programs to provide guidance and educational services that foster a safe and healthy environment for research, work and study. The framework for each program is based upon hazard identification, assessment, and control.

The objective of each program is to provide tools, resources, and information to assess and control hazards. These programs are “administrative controls” that have been developed to control recognized hazards and to meet regulatory compliance.

Each program may include the following:

- A general program document outlining the scope, purpose, and resources.
- Manuals and best practice documents;

- Standards, procedures, guidelines and safe work practices;
- Documents required by legislation such as a code of practice
- Health and safety training courses and materials. Information on available training courses is available on the [Campus Safety Training webpage](#).

## **RELATED DOCUMENTS**

- Hazard Assessment, Elimination and Control Procedure
- Formal Hazard Assessment Form
- Field Level Hazard Assessment (FLHA) Form
- Hazard Assessment Templates: formal and field level hazard assessment templates are samples that can be used as a starting point only. These are fillable forms which may be printed and/or completed electronically (e.g. laboratory, field trips/research activities, administrative/office, workshops).
- Right to Refuse Dangerous Work Procedure