

County of St. Paul

OHS-2 Hazard Assessment Policy



Our Mission - To create desirable rural experiences

POLICY OBJECTIVE:

The County of St. Paul is committing to control the losses of human and material resources, correct unsafe acts and hazardous conditions, and ensuring compliance with legislation, County bylaws, policies, procedures, protocols, and directives.

POLICY STATEMENTS:

1.0 Assessment Protocol

- 1.1 The County will routinely carry out hazard assessments for all facilities, job sites, and tasks to evaluate and control hazards which exist or those which may happen.
- 1.2 A template will be available from the Safety Department when a hazard assessment is to be conducted. Further information can be obtained from the Occupational Health and Safety Code.
- 1.3 Hazard assessments will be reviewed weekly if job conditions have not changed, when a new work process is introduced, a work process or operation changes, or construction, significant additions or alterations occur to a worksite, and annually for generic hazard assessments. Hazard assessments will be completed more frequently as new tasks are being performed or as the job conditions change.
- 1.4 Hazard assessments shall be carried out in the following manner:
 - (a) Assemble the employees that will be involved;
 - (b) Discuss the possible hazards with affected workers;
 - (c) Tour the entire operation;
 - (d) Look for possible hazards originating from environment, material, equipment, and employees;
 - (e) Keep asking “what if this situation occurred?”
 - (f) Record on the template all items that require attention;
 - (g) Review findings with employees and solicit their input for control measures;
 - (h) Rank items on a “worst first” basis;
 - (i) Take corrective action and recommendations for the control of hazards such as safe work practices and job procedures, personal protective equipment, and so on; and
 - (j) Monitor and follow up to ensure that corrective measures have been implemented.

2.0 Responsibilities

- 2.1 The Chief Administrative Officer is responsible for the overall operation of the program. Site supervisors are responsible for leading the hazard assessment process. Management and Council will make corrections and control hazards through administrative controls, engineering controls, and the use of personal protective equipment.
- 2.2 All employees, guests, and visitors will wear proper personal protective equipment such as Canadian Standards Association-approved safety glasses, Grade 1 safety boots, long trousers, short-sleeved shirts, hard hats, and any other specialty Personal Protective Equipment required as per the Field Level Risk Assessment.

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