# Hazard Identification, Risk Assessment and Control

## Overview

Accidents are preventable, as long as we take a proactive approach to health and safety. By implementing a system of hazard identification and risk control, we can prevent workplace injuries and diseases.

## Policy Statement

**(Company Name)** uses a Hazard Identification and Risk Assessment Matrix to track and monitor workplace hazards, risks and controls. It includes an introduction to the methodology and a worksheet for each area of our operation. There are four basic categories for our hazard identification, risk assessment and risk control process.

## 1. Hazard Identification

Job safety analysis, also known as job hazard analysis, is the first step in developing the correct procedure. In this analysis, each task of a specific job is examined to identify hazards and to determine the safest way to do the job. Job safety analysis involves the following steps:

1. Select the job.
2. Break down the job into a sequence of steps.
3. Identify the hazards for each step.

All potential hazards for each job should be outlined in the Hazard Identification and Risk Assessment Matrix.

## 2. Risk Assessment

Once you have identified a hazard, evaluate the risk associated with it to determine how best to mitigate it. A risk assessment is a systematic examination of all aspects of the work undertaken to identify what could cause injury or harm, whether the hazards could be eliminated and, if not, what prevention measures are, or should be in place, to control the hazard.

Risk assessments will be completed:

* When new tasks, processes or equipment are introduced
* When employees communicate that a job process or task has created hazards that have not previously been evaluated
* Annually

A risk assessment will be completed by someone familiar with the job, in consultation with a worker representative. Should a new hazard be identified, prompt action will be taken to evaluate the risk to employees.

All job risks should be calculated and outlined in the Hazard Identification and Risk Assessment Matrix.

## 3. Control Measures

Once you’ve identified hazards and assessed the risks, look for ways to control them. Whenever possible the hazard should be removed, or hazard controls should be implemented according to the following hierarchy of controls:

1. **Elimination/substitution** — Remove the hazard from the workplace or replace it with something less harmful.
2. **Engineering controls** — Control the hazard at the source. Examples include machine guards to prevent access, enclosing processes to reduce exposure and ventilation systems.
3. **Administrative controls** — Control the hazard along the path. Implement standard operating procedures, provide training and education to employees, and administer housekeeping and preventative maintenance programs.
4. **Personal protective equipment (PPE)** — The use of PPE is not a stand-alone control because it controls the hazard at the worker. However, PPE used with other control measures can be effective. We will provide employees with equipment to reduce their exposure to workplace hazards as required by the OHS Regulation.

Should workplace controls not be adequate to decrease the risk rating, additional controls will be identified and implemented by a determined date prior to the annual risk assessment review.

All control measures of each job should be outlined in the Hazard Identification and Risk Assessment Matrix.

## 4. Review Process

Hazard identification and risk assessments are to be reviewed at least annually, after an accident/incident occurs and when there is a change in a work process or environment.