

Samuel Safety System

Hazard Recognition, Risk Assessment and Control Activities Policy

Purpose

- 1.1. To implement a standard for the ongoing identification of workplace hazards at the Samuel Group of Companies.
- 1.2. To evaluate the degree of risk and exposure to the identified hazards. The risk is evaluated by a team based on the probability of exposure and severity of that harm. Hazard category is determined based on the risk code and frequency of exposure to that hazard.
- 1.3. To establish and implement preventive measures and controls to address the high risks hazards identified.

Scope

- 2.1. To recognize hazards and implement preventive measures and controls before they cause harm and damage. Hazard recognition, risk assessment and control activities are effective processes that help reducing the accidents and incidents at the Samuel Group of Companies.

Policy

- 3.1. By definition a hazard is anything that has the potential to cause harm to people, damage to property, environment or loss to process. Hazards are divided into two types:
 - Health* – physical, ergonomic, biological, chemical;
 - Safety* – machine, energy, material handling, and work practices;
- 3.2. It is the responsibility of the Plant Manager to assign a team that selects the applicable activities/ jobs for the hazard analysis. Criteria for selection may include but is not limited to: main activities at the workplace, jobs with high accident/incidents and injury rates, near misses, new jobs, jobs with procedure or process changes, etc.
- 3.3. The hazard analysis team is directed by a qualified person; the team could include trained workers, supervisors, operators, members of a JHSC, H&S coordinators, etc.
- 3.4. Hazard analysis focuses on the correlation between the worker, the task, the tools and the work environment. Hazards are identified based on observations of the job, consultation/ input from the workers who do the job being analyzed, review of accident/ incident reports, review of hazard reports, inspections, investigations, JHSC recommendations, review of the legislation requirements, standards, MSDS and review of any other information that might be of value.
- 3.5. The team documents the hazards for each activity or job selected on the Workplace Hazard Assessment Form.
- 3.6. Determine the degree of risk and exposure to the identified hazards, during typical work conditions.
- 3.7. For each hazard consider the **probability** – the potential of an employee being exposed to the hazard;
severity – the potential level of harm to an employee if exposed to the hazard;
frequency – how often would the employee be exposed to the hazard;
- 3.8. Rate the risk using the Risk Assessment Matrices Form.



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Determine which hazards have potential for high injury consequences.

Prioritize the hazards.

Consider the "RISK CODE = 3" the highest priority.

- 3.9.** Any identified hazard(s) ranked in category 2-C, 3-B, 3-C represent an imminent danger or threat to life, property or environment. Therefore must be dealt with immediately. Implement preventive measures and/ or controls to minimize the risk.

References and Definitions

- 4.1.** Government Legislation; specific job descriptions.
- 4.2.** Samuel Safety related information (MSDS) for more detailed P.P.E. requirements.
- 4.3.** Workplace Hazard Assessment Form.
- 4.4.** Risk Assessment Matrices Form.
- 4.5.** Other Company approved resources.

