

<b>Title:</b> Hazard Prevention Program		<b>Date of Issue:</b>
<b>Approved by:</b>		
<b>Date of Revision:</b>	<b>Review Date:</b>	<b>Review Date:</b>
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**PURPOSE:**

To develop, implement and monitor a program for the prevention of hazards in the workplace that is appropriate to the size of the workplace and the nature of the hazards and that includes the following components:

- an hazard identification and assessment methodology;
- an hazard identification and assessment;
- the implementation of controls or preventive measures;
- employee education; and
- a program evaluation.

**SCOPE:**

This program applies in respect of every workplace controlled by the employer and, in respect of every work activity carried out by an employee in a workplace that is not controlled by the employer, to the extent that the employer controls the activity.

**RESPONSIBILITIES:**

The employer, with the assistance of the Health and Safety Committee members (or JHSC) or the Health and Safety Representative will develop and implement a hazard prevention program.

The supervisor/manager will, with the assistance of the Health and Safety Committee members (or JHSC) or the Health and Safety Representative, will identify all workplace hazards during an initial walk around. Additional hazard identified subsequently will be recorded and assessed.

Once a hazard has been identified, the supervisor/manager will, with the assistance of the Health and Safety Committee members (or JHSC) or the Health and Safety Representative, assess the hazard in question.

Subsequently, the supervisor/manager, with the assistance of the Health and Safety Committee members (or JHSC) or the Health and Safety Representative, will develop an action plan to address appropriately the assessed hazards.

The employer will approve the action plan for implementation.

The employer, with the assistance of the Health and Safety Committee members (or JHSC) or the Health and Safety Representative, will evaluate the Hazard Prevention Program for its effectiveness or for improvements as required or at least once a year.

Whom ever completes or assists in the hazard identification and assessment, as well as establish what controls or preventive measures for the hazard in question should have enough knowledge, experience and training (such as the OABA Basic Health and Safety Training or the WSIB Certification Training) to justify their competency.

## **PROCEDURES:**

### **Hazard Identification**

The supervisor/manager will, with the assistance of the Health and Safety Committee members (or JHSC) or the Health and Safety Representative, identify workplace hazards at each worksite by taking into account the following documents and information:

- any hazardous occurrence investigation reports;
- first aid records and minor injury records;
- workplace health protection programs;
- any results of workplace inspections;
- any workplace safety inspection reports;
- any critical injury, hazardous occurrence or fatality reports;
- any government or employer reports, studies and tests concerning the health and safety of employees;
- any reports made by a Health and Safety and/or Representatives;
- records of hazardous substances (chemicals); and
- any other relevant information.

The hazard identified will be recorded showing the type of hazard, its location and why it is deemed a hazards (see Annex A).

### **Hazard Assessment**

The supervisor/manager will, with the assistance of the Health and Safety Committee members (or JHSC) or the Health and Safety Representative, assess workplace hazards at each worksite by taking into account the following documents and information:

- the nature of the hazard;
- the potential (probability) of employees' exposure to the hazard;
- the frequency and duration of employees' exposure to the hazard;
- the effects, real or apprehended, of the exposure on the health and safety of employees;
- the preventive measures already in place to address the hazard;
- any critical injury, hazardous occurrence or fatality reports; and
- any other relevant information.

The results of the hazard assessment will be recorded showing the type of hazard, its location, why it is deemed a hazards, as well as the probability, severity, frequency and importance of the hazard in question. The assessment will also show which hazards are the main or most significant hazards for that worksite (see Annex A).

**Hazard Controls & Preventive Measures**

In order to address the identified and assessed hazards, the employer must implement controls by taking preventive measures. These controls and preventive measures will be selected and implemented in the following order of priority:

- the elimination of the hazard;
- the reduction of the hazard, including isolating it;
- administrative procedures; and
- the provision of personal protective equipment, clothing, devices or materials.

An action plan will be developed to record the hazard in question, factors leading to the hazards, the controls or preventive measures to be taken, a planned completion date, a planned review (update) date, and a contact person responsible for the completion of approved controls and preventive measures (See Annex B).

Any newly identified hazards subsequent to the initial hazard identification will be addressed in an expeditious manner.

As part of the control or preventive measures, if applicable, the employer shall develop and implement a preventive maintenance program in order to avoid failures that could result in a hazard to employees.

The employer shall ensure that any preventive measure shall not in itself create a hazard and shall take into account the effects on the work place.

**COMMUNICATIONS:**

The employer shall provide information on the Hazard Prevention Program by initially posting this policy and procedures on the Health and Safety Bulletin Board.

Also, the supervisor/manager will ensure that this policy and procedure is communicated, reviewed and discussed during orientation training as part of the hazard identification and controls (preventive measures) in place for the health and safety of the worker; the nature of the workplace and the hazards associated with it, the employee's duty to report any workplace hazards and non-compliance to the legislation.

**TRAINING:**

The employer shall provide education and training to an employee whenever new hazard information in respect of a hazard in the work place becomes available to the employer and shortly before the employee is assigned a new activity or exposed to a new hazard.

Whom ever completes or assists in the hazard identification and assessment, as well as establish what controls or preventive measures for the hazard in question shall have enough knowledge, experience and training (such as the OABA Basic Health and Safety Training

workshop modules or the WSIB Certification Training) to justify their competency.

The employer will keep records of any orientation and training on workplace hazards given to the employee

Each time education and training is provided to an employee, the employee shall acknowledge in writing that they received it, and the employer shall acknowledge in writing that they provided it (see Annex C).

The employer shall keep, in paper or computerized form, records of the education provided to each employee, which shall be kept for a period of two (2) years after the employee ceases to be exposed to a hazard.

### **EVALUATION:**

The employer, with the assistance of the Health and Safety Committee members (or JHSC) or the Health and Safety Representative, will evaluate the Hazard Prevention Program for its effectiveness or for improvements as required or at least once a year.

The employer will review the employee education and training program, and, if necessary, revise it:

- at least every three (3) years;
- whenever there is a change in conditions in respect of the hazards; or
- whenever new hazard information in respect of a hazard in the workplace becomes available to the employer

### **RECORDS:**

The employer will keep a record of the hazard identification, hazard assessment (see Annex A) for at least three (3) years or until a report is made to the applicable government agencies if required.

The employer will keep a record of any action plan developed in response to the hazards identified and assessed in order to implement controls and preventive measures for at least three (3) years or until a report is made to the applicable government agencies if required.

If a program evaluation has been conducted under the requirements of the Canada Labour Code, the employer shall prepare a program evaluation report and submit a copy of it to the Minister as part of the employer's annual hazardous occurrence report. The employer shall keep readily available every such program evaluation report for six (6) years after the date of the report.

### **REFERENCES:**

COMPANY NAME

COMPANY LOGO

- Ontario Occupational Health and Safety Act (OHSA)
- Canada Labour Code (CLC) Part XIX – Hazard Prevention Evaluation Program
- WSIB 2009 Safety Group Program 5+ year Member Criteria
- WSIB 2009 Safety Group Program 5+ year Q&A Document
- WSIB Certification Requirements
- OABA Basic Health & Safety Training Program (Workshop Modules)