



DRUMHELLER

ADMINISTRATION POLICY



ADMINISTRATION POLICY # A-09-19

Supersedes # A-01-19

FORMAL HAZARD ASSESSMENT AND CONTROL

THE PURPOSE OF THIS POLICY:

The Town of Drumheller is committed to preventing accidents, workplace injury and illnesses by: identifying workplace hazards, implementing controls, improving employee skills, and awareness through an organized process called a Formal Hazard Assessment and Control.

INTRODUCTION:

The Formal Hazard Assessment and Control is a safety management tool that evaluates all jobs and tasks, by eliminating or reducing risks and hazards to as low as reasonably possibly practical, in order to protect workers from injury or illness.

The Hazard Assessment and Control process is documented and used to create procedures in the workplace or at the job site to guide workers in safe job performance. It is a living document that is adjusted as conditions warrant.

POLICY STATEMENT:

The Town of Drumheller will ensure a team of individuals comprised of supervisor(s) and workers who will assess each type of job/task employees carries out, using the Formal Hazard Assessment and Control Form. The manager of that department will review, implement recommended controls and sign off. A procedure will be created and/or reviewed using the completed form.

Formal Hazard Assessment and Control form will be done once and filed with each Job Description it pertains to. It will be reviewed every three years or as the job/task changes. A copy will be kept with each department, Human Resource Manual, and the Health and Safety office. Procedures will be submitted to the Health and Safety Committee for approval.

PROCEDURE:

1. All jobs, tasks, and procedures will be reviewed using the Formal Hazard Assessment and Control form.
2. The team making the reviews will consist of a supervisor and employees that carry out that job.
3. The manager of that department will review all control measures. Control measures not identified and/or incomplete; require a work order to be generated. All Formal Hazard Assessment and Control forms and work orders generated require the manger's signature.
4. A procedure will be created or amended using the Formal Hazard Assessment and Control form.
5. New and amended procedures will be submitted to the Health and Safety Committee for approval.
6. A copy of the Procedure and Formal Hazard Assessment and Control Form, Task List and Work Order will be attached to the job description. A copy will be kept on file with that department and a copy of both sent to the Human Resources and the Health and Safety office.
7. Formal Hazard Assessment and Controls will be reviewed every (3) years or when the job task or procedure changes, accident occurs, a site specific hazard is identified or a new control has been introduced.

Adopted by Health and Safety Committee

Date: November 18/19



Chief Administrative Officer

Attachments:

- Formal Hazard Assessment and Control Form
- Formal Hazard Assessment and Control Task List
- Formal Hazard Assessment and Control Work Order



DRUMHELLER

FORMAL HAZARD ASSESSMENT & CONTROLS WORK ORDER



Date:

Issued By:

Issued To:

WORK ORDER #:

Report Date

Reported By

Location

WORK ORDER DETAILS

WO#	Priority	Description	Corrective Action	Completion	
				Individual	Date

WORK ORDER COMPLETION

WO#	Completion		Signature of Individual
	Individual	Date	

Manager's Signature

Date

To be completed by Health & Safety Office only:

Target Date for Completion:

Date Work Order Completed: