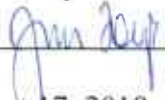




Workplace Risk Assessments

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Approved by: Jim Toye, City Manager

Signature:  **Procedure No:** 7.1

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Introduction:

The City of Prince Albert through their workers, supervisors and managers will identify and evaluate environmental, occupational and ergonomic factors in the workplace which may pose a risk to the health and safety of workers.

The purpose is to ensure that occupational risks are identified and controlled in the workplace. This is to be determined by:

- Assessment of occupational hazards either formally or informally;
- Assessment of the requirement for and availability of personal protective equipment;
- Testing exposure of workers to hazardous agents by valid and accepted monitoring methods;
- Assessment of control systems which are designed to eliminate or reduce exposure; and,
- Requests by workers to assess a specific risk.

Procedure:

All workers/supervisors/managers are expected to fully participate in the Hazard Assessment process through formal, informal and worksite specific evaluations. Documentation on these evaluations, with the exception of informal evaluations, is to be developed and maintained by the work unit. In conjunction with this, work units are expected to maintain a listing of all critical tasks identified through this process utilizing the approved risk matrix.

1. **Formal Hazard Assessments.** Formal Hazard assessments are to be completed on all normal and routine duties in normal work areas and documented with the specific duties, associated risks and appropriate controls. Once completed this would determine if specific safe work practices need to be developed to clearly identify the expectations for safety when using specific tools, conducting duties or other reasons to clearly outline expectations for safety. If the assessment or specific incidents warranted a safe work

practice it would be the responsibility of the work unit to create an appropriate safe work practice and submit to the Coordinator Health Safety and Environment for review, consultation and approval.

2. **Informal Hazard Assessments:** Informal hazard assessments are to be completed by all workers while conducting tasks. This process is continual and ensures that processes used are continually amended dependent on any variables that may be encountered that may affect safety. During this process workers are expected to ensure that they are using the correct tools for the work being performed, in the manner outlined in operator's manuals or other resources available which provide guidance on appropriate usage. This process also requires all workers to ensure that others around them are also following appropriate processes. During this process if something is identified that would be a critical task work stops until controls are in place or the triggering factor(s) is no longer present.
3. **Worksite Specific Hazard Assessments:** This process is to be utilized by all workers when conducting activities outside of their normal work location. This would ensure that on each occasion a hazard assessment is conducted of the location to determine what if any hazards are present and ensure that appropriate controls are put in place in consideration of both the work and the location prior to beginning work. This process would be documented on a field hazard assessment form and utilize the same risk matrix as the formal hazard assessments.

Risk Matrix:

The following is a Method for Ranking the Priority of the Conditions that are found. It relies on three (3) factors: Frequency; Probability and Severity. Which when multiplied together give a risk ranking.

Frequency (how often you are around the hazard)		Probability (will it happen)	
3	Frequent (hourly/daily)	3	Might well be expected (“happens often”)
2	Occasional (weekly/monthly)	2	Unusual but Possible
1	Rare (a few per year)	1	Happen Rarely

Multiply Frequency x Probability to get the likelihood

Consequences

<i>SEVERITY</i>	<i>HEALTH</i>	<i>SAFETY</i>	<i>FINANCIAL</i>
10	Fatality	Catastrophic	Extensive Damage, Extended Downtime for Company
9	Serious Injury, Permanent Disability	Serious Threat	Major Damage and Downtime for Site
8	Serious Injury	External Agencies Involved	Minor Damage or Downtime for Site
7	Minor Injuries	Potential Emergency Response	Minor Damage or Downtime for Equipment or Process
6	First Aid or Less	Reportable Occurrence	Minor Damage, No Downtime

Multiply the likelihood by consequences to give you the risk ranking:

9	54A	63A	72A	81A	90A
6	36B	42B	48B	54A	60A
4	24C	28C	32C	36B	40B
3	18C	21C	24C	27C	30C
2	12D	14D	16D	19C	20C
1	6D	7D	8D	9D	10D
Likelihood	6	7	8	9	10
	Severity				

Class A Critical Risk: Imminent Danger Exists (Score of 54-90)

Shut down the operation immediately and correct the concern.

- **Class A** indicates the immediate potential for death or serious injury and/or extensive damage of major equipment, material or significant impact to the environment.

Class B Serious Risk: (Score of 36-48)

Identify the hazard/risk with a Flag, Sign, Tag, etc. and provide intermediate precautions. Inform all individuals about the risk/hazard and report immediately. Initiate corrective action as soon as possible. (Ensure correct procedure/safe work practices are used).

- **Class B** indicates potential for injury or illness, resulting in temporary disability or property damage that is disruptive to the operation but not extensive.

Class C Marginal Risk: (Score of 19-32)

Make everyone who could be exposed aware of the risk/hazard, as required. (Ensure proper Personal Protective Equipment is used as a minimum and re-evaluate for alternative controls and current control effectiveness).

Class D Minimal Risk: (Score of 6-16)

Potential for minor loss but does not represent a significant injury or damage potential. This will only be considered as corrected when all individuals have been notified of the hazard.