

**SCOPE**

All workers, which for the purposes of occupational health and safety includes employees and students.

**RATIONALE**

To prevent injuries and illnesses by identifying hazards and implementing methods to control or eliminate the hazards as reasonably practicable.

**POLICY**

An occupational hazard is any practice, behavior, condition, or situation that has the potential to harm a worker. Hazard assessment is used to review work procedures, work areas, and equipment to identify unsafe/hazardous work processes and to ensure control measures are in place to minimize the possibility of injury.

Community Care Peterborough will use a hazard management tool to identify and assess worksite hazards or potential hazards. The date of the hazard assessment preparation and revision must be recorded and the hazard assessment will be repeated at reasonable practicable intervals and when a new work process is introduced or changed.

**PROCEDURES**

1. CCP will conduct a hazard assessment of all work areas and work processes. During the workplace hazard assessment, Community Care Peterborough will work to identify potential hazards that exist in work areas, processes and procedures.
2. Community Care Peterborough employees are required to report any workplace hazards to their supervisor/manager.
3. Where a hazard is identified, Community Care Peterborough will work to determine the possibility of any injuries caused by the hazard, and the level of risk associated with the hazard.
4. Where a hazard creates dangerous working conditions, the work will be halted until such time as it may be controlled effectively.
5. Community Care Peterborough will address and resolve workplace hazards using appropriate controls either at the source of the hazard, between the source and

the worker, or at the worker.

6. Where possible, Community Care Peterborough will strive to control hazards at the source. Community Care Peterborough will determine appropriate safe work procedures and practices, and provide training and education about safe work practices, policies and procedures.

### **Dealing with Workplace Hazards**

7. There is a three-step process for dealing with workplace hazards:
  - a) **Identify** – Employees are required to report any workplace hazards to their supervisor immediately, to reduce the dangers to all other employees. Recognition involves both identifying a hazard and determining if there is a possibility of workers being affected by it. If there is such a possibility, it must be assessed and if it is found to be significant, the hazard must be controlled.
  - b) **Assess** – Determine the level of risk associated with the hazard. Discontinue work in the event that a workplace hazard creates excessive and dangerous work conditions.
  - c) **Control** – Community Care Peterborough will use all elements available to address and resolve dangerous workplace hazards. Control can be applied at the source of the hazard, along the path between the source and the worker, or at the worker. Control at the source is preferred.

### **Hazard Control**

8. **Step 1: Engineering Controls** – Where possible, hazards will be eliminated or mitigated through engineering controls, including either the substitution of hazardous materials, work processes or equipment used with less hazardous options, the isolation of hazardous work to physically remove the worker from the hazard, or through ventilation of the area.
9. **Step 2: Design of Safe Work and Hygiene Practices** – Community Care Peterborough will design safe work practices that provide guidelines for working safely with workplace hazards, and limit exposure to hazards.
10. **Step 3: Administrative Controls** – Community Care Peterborough will employ administrative controls, including job rotation schedules, work-rest cycles and timing of maintenance procedures to limit the amount of time that workers are exposed to hazards.

**COMMUNITY CARE PETERBOROUGH**

**Standards, Policies, and Procedures**

Policy Name: Hazard Identification and  
Risk Assessment

Policy Number: HS-1-50

Date Approved: September 19, 2018

Page: 3 of 3

Date Reviewed

- 
11. **Step 4: Personal Protective Equipment** – Where appropriate, PPE that is designed to reduce, or eliminate a hazard will be provided.
  
  12. **Step 5: Education and Training** – Community Care Peterborough will provide staff with the appropriate training and education in safe work practices, and working with or near identified workplace hazards.

Approved:                     D. Belair                      
(Signature – Executive Director)

Date:                     19 Sept. 2018                    

**REFERENCE**

Form – *Hazard Management Tool*

