	<h2 style="text-align: center;">Safe Work Guideline</h2> <h3 style="text-align: center;">Workplace Hazard Assessments</h3>		
Prepared By: Don Doherty	Effective Date: February 2010	Revised By: Don Doherty	Date: March 2020

Hazard assessment and control is the foundation of an effective occupational health and safety (OHS) program. Hazard assessment is process that looks at:

- i. What could cause harm to employees at a worksite (e.g. physical, chemical, ergonomic, biological and psychological hazards)
- ii. The risk level associated with the hazards identified, and
- iii. The controls needed to eliminate or reduce the hazard to an acceptable level

A hazard assessment differs from a workplace inspection however the two processes are complimentary. A hazard assessment documents in advance the potential hazards that may exist at a worksite and controls needed. An inspection involves a physical tour of the worksite that documents at a point in time whether the hazards identified are being controlled and if controls are working. It also identifies any new hazards the may have been introduced to the worksite. Reviewing workplace hazard assessment documents can be helpful in preparing for a workplace inspection.


Part 2- Section 7 of the OHS Code requires that hazard assessments be:

- Documented in a written format;
- Completed with the direct input/observations of the employees that perform the work;
- Communicated to all staff affected by the assessment; and
- Repeated whenever new hazards or changes the worksite are introduced

Protocol:

Using district **Hazard Assessment Template** developed by OHS Coordinator, District administrators shall ensure that written hazard assessments are completed for staff groupings under their areas of responsibility.

- Step 1:** Identify the types of jobs and job related activities performed by employees or groups of employees at the worksite (e.g. teachers, custodial, support staff, etc.)
- Step 2:** Identify existing or potential hazards associated with each activity using the district hazard assessment templates developed for different staff positions (e.g. teacher, custodian, administrative assistant etc.). A single hazard assessment can be performed to represent a group of employees that perform similar tasks.
- Step 3:** Assess the risk level (E.g. Low, Medium, High) associated with each activity and prioritize for hazard elimination or control.

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- Step 4: Identify and implement the appropriate hazard controls starting first with higher risk tasks.
- Step 5: Communicate the results of the hazard assessments to all affected staff and have them initial the hazard assessment.
- Step 6: Review/update hazard assessments annually or whenever people, jobs or processes change.

