

Hazard assessment is fundamental to your OHSMS. It is a formalized way to identify your hazards and systematically analyze the risks to determine the necessary controls.

Definitions

Hazard

Source, situation or act with a potential for harm in terms of human injury.

Hazard Assessment

The process of conducting a systematic review to:

- Identify hazards associated with work activities
- Analyze or evaluate the risks(s) associated with the hazards
- Determine appropriate ways to eliminate or control the hazards

This can be broken down into 3 levels:

1. Formal Hazard Assessment: A documented overall hazard assessment encompassing all of the organization's potential hazards/risks.
2. Site Specific Hazard Assessments: A documented hazard assessment identifying any hazards specific to the work sites.
3. Field Level Hazard Assessment: A documented hazard assessment, which can identify the specific conditions present where the work is being performed.

Human Factors

Is concerned with fitting the job or task to the physical and mental capabilities of the worker. Also commonly called ergonomics.

Risk

Combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or occupational illness that can be caused by the event or exposure(s).

Risk Assessment

Process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable.

Residual Risk

Combination of the likelihood of the occurrence after the hierarchy of controls has been implemented for an identified hazard.

The following questions are designed to help you develop a procedure for how your organization manages hazard assessment, analysis and control. Answer the questions as they relate to your organization and what is currently done to manage the process of assessing hazards.

What type of hazard assessments are completed at your organization?

	Yes	No	How do you refer to these documents?
Formal Hazard Assessment			
Site Specific Hazard Assessments			
Field Level Hazard Assessment			

Element Question	Inquiry (What, Who, When, Where & How)	What is your organization currently doing to manage the process of assessing hazards?
2.2 Does your organization have a written procedure for hazard assessment, analysis and control that includes:		
<p>d) Requirement to conduct hazard assessments for all operations, including routine and non-routine, and human factors where work is performed</p> <p>f) Requirement to conduct risk assessments for identified hazards:</p> <p>i. Proactively prior to commencement of tasks</p> <p>ii. When equipment, material, substance or process is introduced or changed</p> <p>iii. When a change to the OHSMS may impact workplace operations or activities</p> <p>h) Requirement to identify hazards originating outside of the workplace that may impact OHS within the workplace for which the organization has control</p> <p>j) Consideration of design and layout of the work area, ergonomics, machinery and processes.</p> <p>i) Consideration of legal requirements and associated standards and guidelines</p>	<p>What type of hazard assessments are completed at your organization and which of these assessments includes a risk assessment?</p> <p>When are these assessments conducted?</p> <p>How are these assessments conducted?</p> <p>What process do you use to assess hazards? This process should capture the requirements of d, h, j, and i.</p>	

Element Question	Inquiry (What, Who, When, Where & How)	What is your organization currently doing to manage the process of assessing hazards?
2.2 Does your organization have a written procedure for hazard assessment, analysis and control that includes:		
<p>k) Requirement to utilize a standardized risk rating system to prioritize risks before and after identifying controls</p> <p>l) Requirement to develop a list of identified critical tasks and/or activities based on the risk rating system</p>	<p>What risk rating system will be used during the risk assessment?</p> <p>How is the risk rating system used to identify critical tasks?</p> <p>Where are the critical tasks listed?</p>	
<p>g) Identification of when to review, and update hazard assessments such as after investigations, when the phase of project changes; and must be completed at least annually</p>	<p>When are hazard assessments reviewed and updated? What triggers may cause the review to be completed outside of an annual review?</p> <p>What is the process for reviewing and updating hazard assessment? Who initiates the review, who is involved, who approves, etc.?</p>	

Element Question	Inquiry (What, Who, When, Where & How)	What is your organization currently doing to manage the process of assessing hazards?
2.2 Does your organization have a written procedure for hazard assessment, analysis and control that includes:		
e) Requirement for reporting actual and potential hazards	<p>What's the process for reporting actual and potential hazards?</p> <p>What impact does this have on the hazard assessment process?</p>	
m) Specific forms for recording hazard assessments, analysis and control?	<p>What forms are referenced in this procedure?</p>	

Element Question	Inquiry (What, Who, When, Where & How)	What is your organization currently doing to manage the process of assessing hazards?
2.3 Does your organization have a written procedure for hazard assessment, analysis and control that includes:		
b) Required competencies for conducting hazard assessment, analysis and control	<p>What competencies are required for those conducting hazard assessments?</p> <p>How will the organization determine and track the competency of the different parties who will be conducting hazard assessments?</p> <p>What specific criteria is used to validate competency?</p>	
c) Requirement for involvement of appropriate competent workplace parties such as workers, supervisors, maintenance, engineering and suppliers in the hazard assessment process	<p>Who is involved in the hazard assessment process?</p> <p>What is the process for involving the different parties in the hazard assessment process?</p> <p>When should they be involved?</p>	

Element Question	Inquiry (What, Who, When, Where & How)	What is your organization currently doing to manage the process of assessing hazards?
2.2 Does your organization have a written procedure for hazard assessment, analysis and control that includes:		
a) Roles and responsibilities	Who is involved in assessing hazards? What are they responsible to do?	