

Hazard Assessment

The next step in developing our safety manual program is to determine what hazards are present at our workplace. This is an important step because the balance of our safety program deals with controlling these hazards. The control of hazards will prevent accidents; reduce human suffering and financial cost.

Definitions:

Hazard Assessment: a thorough examination of the workplace in order to identify the actual and potential hazards that exist

Hazard Assessment of the workplace should be conducted at least once a year.

Hazard: any circumstance or condition that poses the risk of an incident/accident.

Incident: any unplanned or unwanted event that results in damage or injury.

Audit: a comprehensive examination and evaluation of management's performance in establishing and maintaining an effective safety program. The Tri-County Regional School Board's Occupational Health and Safety Officer and the Regional JOHSC shall conduct an internal audit of our Safety Program yearly.

Inspection: an observation tour of the workplace for the specific purpose of determining the levels of compliance with established safe work practices, safe work procedures and safety rules. Inspections of our workplace are to be conducted every third month by members of the Joint Occupational Health and Safety Committee.

Inspection reports are to be forwarded to your immediate supervisor. Copies shall be made available to the Joint Occupational Health and Safety Committee.

Conducting a Hazard Assessment:

Every workplace consists of four major components. These are:

- the people (employees, visitors, clients, suppliers);
- the environment we work in;
- the materials we work with; and
- the equipment/tools we use.

In conducting a hazard assessment all four components must be examined to see what

risks are present. It is very important to recognize that the hazard assessment does not deal strictly with things that are wrong at the present time. Rather, this assessment must deal with *what* could go wrong. In examining the above four areas and the process that combines these items to produce goods or services keep asking the question “*what if?*”. Your knowledge and experience of the workplace is vital to this process.

In conducting the hazard assessment, the following Hazard Assessment Form should be used.