



Hazard Identification, Monitoring, & Control

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Signature:  **Policy No:** 7

Effective: August 17, 2018 **Replaces:** August 11, 2008

Introduction:

Each Department shall ensure that there is a process for reviewing work procedures, work stations, equipment, materials and work-sites as a whole, from the viewpoint of identifying, monitoring and controlling hazards.

The purpose is to establish a process to identify hazards and establish ongoing monitoring and control.

Responsibilities:

1. Senior Management
 - a. Ensure internal procedures are developed and implemented that require:
 - i. hazards at work-sites are identified, evaluated, monitored and either eliminated or controlled;
 - ii. the most suitable products that present the least potential risk to employees be utilized where practical;
 - iii. workers are provided with specialized protective clothing and equipment as required in order to provide adequate protection from recognized hazards and designated areas where this is mandatory or required by the Occupational Health and Safety Act and Regulations; and,
 - iv. workplace conditions meet the monitoring and control requirements set out in applicable legislation.

2. Occupational Health and Safety Committee
 - a. Participate in identifying and monitoring potential hazards in the workplace.
 - b. Provide recommendation(s) on effective means of mitigating hazards.
3. Supervisor:
 - a. Identify, evaluate, monitor and/or control potential hazards in workplaces for which they are responsible.
 - b. Request assistance, from the Coordinator Health Safety and Environment, to evaluate and monitor hazards where necessary.
 - c. Actively participate in the evaluation and monitoring process.
 - d. Ensure engineering control systems (such as mechanical exhaust ventilation) are maintained at design capacities.
 - e. Ensure workers at the work-site are trained in and have access to proper work procedures and applicable legislation.
4. Coordinator, Health, Safety and Environment:
 - a. Assist Supervisors and Managers in the evaluation of work-site hazards.
 - b. Perform or co-ordinate work-site monitoring of potential hazards concentrations and ensure that exposure limits above regulated standards are reduced to comply with the Occupational Health and Safety Act and Regulations.
 - c. Provide workers participating in work-site monitoring programs with feedback.
 - d. Advise Departments on the use of materials that present the least health risk.
 - e. Evaluate design criteria for controlling hazards at work-sites.
 - f. Review information on potential occupational health hazards obtained from outside Agencies, other safety personnel or from Occupational Health and Safety Committees.

5. Worker:

- a. Report any hazardous conditions or practices to their supervisor as soon as possible.
- b. Participate in Programs established for evaluation, monitoring, and/or control of identified hazards.
- c. Inform the Supervisor of any failure or inadequacy of hazard control equipment.
- d. Use all personal protective equipment and clothing in the manner intended and where required.