

This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.

[insert company info here]

RISK ASSESSMENT

Date of Issue:	
Written by:	Date:
Reviewed by:	Date:
Approved by:	Date:

PURPOSE

The purpose of risk assessment is to understand (1) exactly what hazards are present in a workplace, (2) how those hazards could result in injury or illness, and (3) how to control the risks associated with these hazards. Once hazard recognition is completed, the next step is to identify how those hazards could result in injury, illness or workplace loss and determine the level of risk associated with the hazard. The risk assessment process is complete only after the likelihood of harm (injury or illness occurring), and its severity has been considered.

Using this approach allows your organization to prioritize on where to best focus its health and safety resources in order to effectively control health and safety hazards in the workplace.

SCOPE

The procedure covers all documentation related to the assessment of risk, including, but not limited to, the development and implementation of a risk assessment process. The risk assessment process is intended to help prioritize risks based on the nature of the hazards and level of risk for each of the routine and non-routine activities within the business or operation.

RELATED DOCUMENTATION

Internal

- Internal health and safety standards
- Hazard control
- Management review report
- Management review inputs
- Standard Operating Procedures
- Hazard and Risk Registry
- Health and Safety Objectives
- Internal Audit Results and Action Plans

External

- Legislative requirement
- MOL Standards/Guidelines
- Manufactures recommendations
- CSA standards
- Hazard Alerts

<ul style="list-style-type: none"> • Hazard Reports • Incident Reports/ Investigations 	
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DEFINITIONS	
Hazard	Source of harm or anything that can cause injury or illness in people, or damage to property
Risk	Combination of the severity and likelihood of harm
Risk rating	Degree of risk
Risk Assessment	A systematic process of evaluating the potential risks (based on severity and likelihood) that may be involved in a projected activity or undertaking
Control	Measures taken to mitigate the severity or likelihood of a hazard causing harm
Risk Management	A sequential process used to manage risk which includes identification of hazards, the assessment of the level of risk associated with the hazard and the required mechanism(s) to control the hazard by reducing the risk (reduce severity or reduce likelihood)
Standard	A set of guiding principals to be followed during the development of process and procedures that form the OHSMS
OHSMS	Occupational health and safety management system
Procedure	Standard steps or series of actions to be taken to satisfy a requirement or complete a task
Process	The detailed and sequential series of steps needed in order to achieve a particular end or means
Hazard List/Risk registry or register	Inventory of identified hazards applicable to the workplace and work functions--typically a table that includes the identification of hazards and, as part of the risk management process, assessment of risk level, and identify controls to mitigate the risk

ROLES AND RESPONSIBILITIES
<p>Senior Management is responsible for:</p> <ul style="list-style-type: none"> • Review and approve the risk assessment procedure and related documents annually, at minimum, or whenever there are changes • Ensure a standardized format is used for recording the findings of the hazard recognition/risk assessment process (list/registry) • Determine resources (time and personnel) required for the implementation of the risk assessment procedure (completion, adjustment, and review of list or registry) • Identification of core competencies and training required by the individual(s) directly responsible for conducting risk assessments • Assign roles and responsibilities for the individual(s) directly responsible for conducting the risk assessment

- Ensure communication to all staff regarding the results and review of the risk assessment process as required
- Ensure requirements of this procedure are established, implemented, monitored and maintained
- Review list or registry being developed and submitted, in order to determine and/or approve necessary control actions arising from the risk assessment process
- Promote use of the risk assessment process and risk-based thinking

Supervisors are responsible for:

- Reviewing inventory/ list to ensure relevant work/tasks in area have been assessed for risk
- Communicate risk assessment process and results to worker to ensure awareness of process and outputs (included updated results)
- Seek input and feedback from direct reports regarding risk assessment process
- Ensure risk assessment procedures are proactively completed before performing any task(s) related to the operations and/or activity; and before the introduction, start-up or use of new equipment, material, substance, or process.
- Ensure risk assessments are completed when there is a change to existing equipment, material, chemical, or process; and when there is a change to the occupational health and safety management system that may affect workplace operations and/or activities.
- Ensure results of risk assessment process are considered and hazard control recommendations are followed in all work
- Promote a risk-based approach with direct reports and ensure workers are aware of the hazards and related risks present in their workplace

Workers (or work representatives) are responsible for:

- Participate in and contribute to risk assessment process and outputs as required
- Apply a risk-based approach to work ensuring risk assessment procedures are proactively completed before performing any task(s) related to the operations and/or activity; and before the introduction, start-up or use of new equipment, material, substance or process.
- Apply a risk-based approach ensuring that risk assessments are completed when there is a change to existing equipment, material, chemical, or process; and when there is a change to the occupational health and safety management system that may affect workplace operations and/or activities.
- Follow direction of supervisor

Health and Safety Designate(s)/Joint Health and Safety Committee or Health and Safety Representative are responsible for:

- Participate in and contribute to the risk assessment process and outputs as required
- Develop a standardized format to be used for recording the findings of the risk assessment process (list/registry) which will take into consideration

- Contributing factors that may cause a low-priority risk to become a high priority risk
- Include a review of related job factors as well as personal factors which may contribute to risks
- Include a way to identify which hazards present the highest risk and prioritized what to work on firms
- Monitor list/registry to ensure the risk assessment process is carried out proactively and progress is being made
- Complete any corrective action plans assigned and or approved by senior management, based on the review of the results of the risk assessment process
- Support the risk assessment process as required

PROCEDURE

RISK ASSESSMENT (see Sample Risk Registry in Appendix 1)

The following takes place for all risk assessment activities:

- Risk assessments are documented
- Risk assessments are updated on a regular basis
- Risk assessments prioritize health and safety hazards (routine and non-routine work)
- Relevant documents are made readily available to affected workplace parties.
- Everyone at the workplace (or their representatives) is informed,
- Everyone at the workplace (or their representatives) is consulted
- Everyone at the workplace (or their representatives) has the opportunity to participate in the risk assessment.

WHEN

Risk Assessment is to be completed

- Proactively before performing any task(s) related to the operations and/or activity;
- Proactively before the introduction, start-up, or use of new equipment, material, substance or process
- When there is a change to existing equipment, material, chemical, or process;
- When there is a change to the occupational health and safety management system that may affect workplace operations and/or activities

WHO

Risk Assessment is to be completed

By a qualified person with the following core competencies, knowledge, or training:

- Familiar with the work and associated hazards
- Familiar with/ aware of legislative requirements
- Risk assessment theory or process
- Hierarchy of controls
- Contributing factors analysis (PEMEP) or incident investigation theory
- Verification mechanism such as checklist, audits, etc. to facilitate follow up of implementation of controls.

WHAT

Risk Assessment takes the following into consideration

- Contributing factors that may cause a low-priority risk to become a high-priority risk (such as the people (job factors), environment, process, material and equipment)

HOW

Risk Assessment

- Identifies which hazards present the highest risk and these will be assigned priority through the risk registry. The highest risk hazards will be the first priority, followed by the next highest ranked hazard

All hazards will be assessed and then identified using the ABC rating system: high (class A hazard), medium (class B hazard) or low (class C hazard) as defined below. All hazards are to be addressed based on the level of priority assigned through the risk assessment process (corresponding hazard rating).

- High (Class A hazards) are those with a high-risk potential. They are serious or significant hazards, and should receive high priority for immediate control, **work should not continue if a class A hazard is present.**
- Medium (Class B hazards) are those with moderate risk potential and should be controlled as soon as possible and ideally after the higher priority hazards have been addressed.
- Low (Class C hazards) are those with a low potential for harm and should be controlled when appropriate and only after any higher priority hazards have been addressed.

High and Medium level hazards are typically more serious and may require special expertise or assistance to be addressed. These should be addressed by the employer or supervisor with the assistance of the Health and Safety designate, and/or Joint Health and Safety Committee. Low level hazards can typically be corrected by the identifier **BUT ONLY IF** it can be done in a safe and healthy manner. If this can be achieved it should do so as soon as possible (e.g. clearing an emergency exit).

Any risks which can result in imminent injury to a worker or damage to equipment requires immediate action from the employer or supervisor to put in place interim measures to protect the worker.

The organization uses their own internal form or alternate process to implement the risk assessment process (see appendix 1 for a sample risk register).

Dated at _____ this _____ day of _____, 20__.

Signature

Witness

Name & Title (please print)

Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

BE CAREFUL OF ALL DATES:

DO NOT USE OLD INCORRECTLY DATED DOCUMENTS

ALL DATES MUST BE IN CHRONOLOGICAL ORDER: policy, communicate, train, evaluate, act

Appendix 1: Sample Risk Registry

The following is a sample risk registry. You must create your own process to inventory the identification, assessment, and control process. Your firm must address all considerations in the hazard recognition procedure above.

Recognize	Assess (consider contributing factors - PEMEP)			Control	Assurance			
	Work Process, Work Area or Job	Potential Hazard/Accident Description	Risk Rating		Controls in Place for hazard	Responsible to ensure control is in place	Control verified by	Control verified on (date)

WSIB GUIDELINE:

Risk assessment

Prerequisite(s): Recognition of hazards

Summary:

Understanding the hazards in a workplace and how those hazards could result in injury or illness is known as risk assessment. Once you have recognized the hazards in your workplace, the next step is to determine the likelihood of harm (injury or illness occurring), and its severity.

Using this approach can help you prioritize where to spend your health and safety time and money. Businesses that focus on risk assessment will see the benefits of effectively eliminating or controlling health and safety hazards in their workplace.

Requirements:

Your business will develop and implement a risk assessment process. This process will prioritize risks based on the nature of the hazards and level of risk for each of the routine and non-routine operations and/or activities within your business.

All risk assessments will be documented, updated and relevant documents will be made readily available to affected workplace parties. Everyone at your workplace (or their representatives) will be informed, consulted, and given the opportunity to participate in the risk assessments.

The risk assessment procedure will:

- Assign roles and responsibilities for the individual(s) directly responsible for conducting the risk assessment
- Identify the core competencies and training required by the individual(s) directly responsible for conducting the risk assessment
- Be completed proactively before performing any task(s) related to the operations and/or activity; and before the introduction, start-up or use of new equipment, material, substance or process
- Be completed when there is a change to existing equipment, material, chemical or process; and when there is a change to the occupational health and safety management system that may affect workplace operations and/or activities
- Include or take into consideration contributing factors that may, cause a low-priority risk to become a high-priority risk (i.e. working outside cutting grass may normally be a low priority risk, but when thunder storms are present the risk may rise to high priority)
- Include a review of related job factors as well as personal factors which may contribute to risks (e.g., someone has a fear of heights)
- Include a way to identify which hazards present the highest risk and prioritize what to work on first (i.e. starting with high risk hazards, and working down to low risk hazards)