

# Hazard Assessment and Control: a handbook for Alberta employers and workers



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# Introduction

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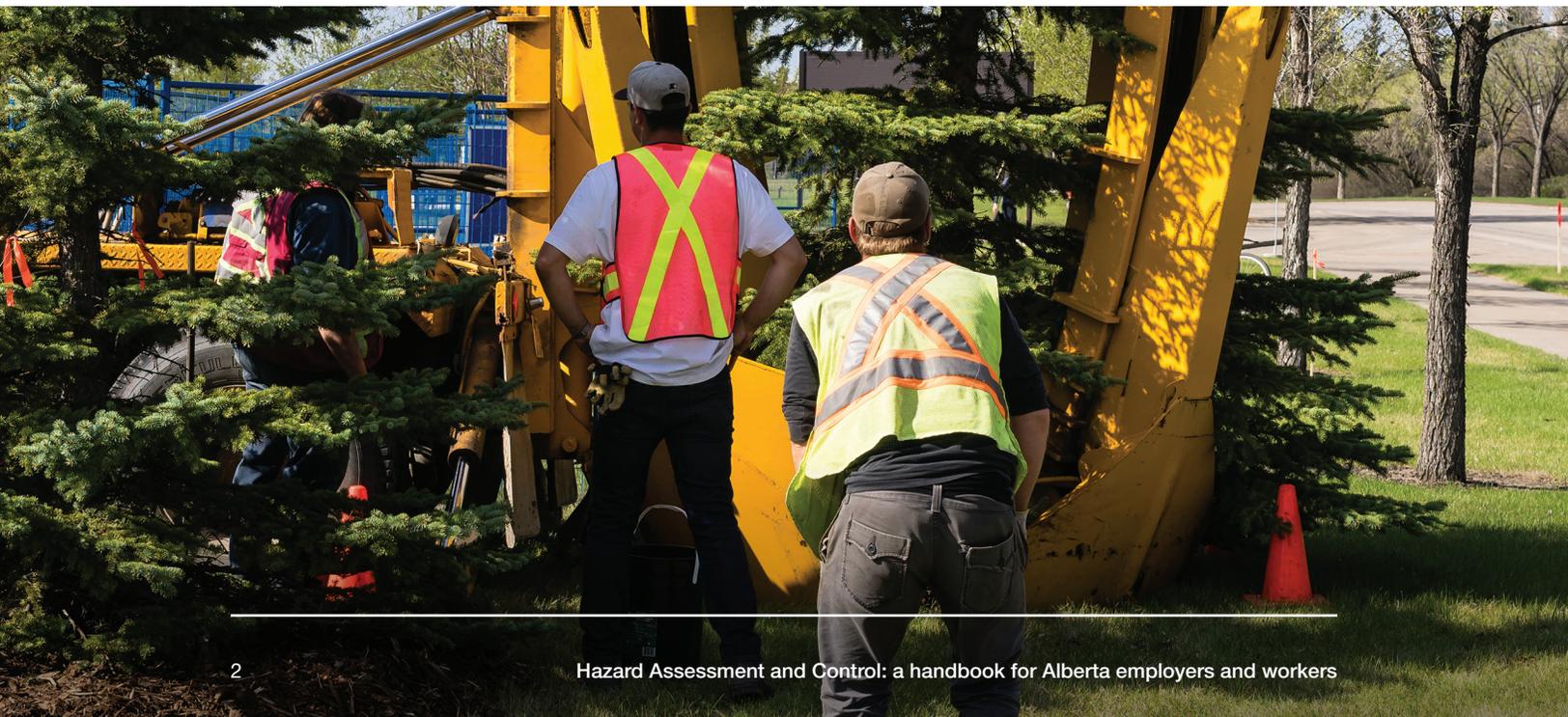
**Hazard assessments and controls help build safe and healthy workplaces. They are at the core of every organization's occupational health and safety program.**

The hazard assessment and control process provides a consistent approach for employers and workers to identify and control hazards in the workplace. It allows everyone to focus their efforts in the right areas, and to develop worker training, inspections, emergency response plans, etc., specific to the hazards at their work sites.

Alberta's occupational health and safety laws require employers to conduct hazard assessments and to eliminate the identified hazards. If they cannot be eliminated, the employer must introduce controls to protect against the hazards.

**While this handbook outlines the fundamental process for performing hazard assessments, employers will have to customize the process based on their business operations. Hazard assessments must reflect the specific needs of the operation.**

Alberta's occupational health and safety legislated requirements (the law) are highlighted throughout this document along with various opportunities to go above and beyond the legal expectations for better health and safety performance. **Alberta's main occupational health and safety laws are the *Occupational Health and Safety Act*, and the *Occupational Health and Safety Code*. Not all requirements under these laws are discussed in this handbook.**



# Overview

## Why do a hazard assessment?

No matter the size or type of business, there are situations, conditions or things that may be dangerous to the health and safety of workers, or others in the vicinity. Employers, supervisors, workers and other work site parties (for example, prime contractors, contracting employers) must know what the workplace hazards are in order to address them.

A **hazard** is a situation, condition or thing that may be dangerous to health and safety.

**Common hazards** in just about any workplace include things like:

Left uncontrolled, any one of these hazards has the **potential to impact a person's quality of life** in some way for some time:

It's your responsibility as an employer to ensure workplace hazards are **identified**, and **eliminated or controlled** so workers stay healthy and safe on the job:



manual material handling



slip, trip and fall hazards



working alone



workplace harassment



hazardous chemicals



back injury



broken arm



medical emergency



absenteeism



chemical burn



use mechanical lift



keep floors clean and dry



provide communication device



provide respectful workplace training



wear protective gloves

Hazard assessments are a core part of every occupational health and safety program. They allow the employer to focus their efforts in the right areas, and develop worker training, inspections, emergency response plans, etc., specific to the hazards on their work site(s).

**There's another good reason for an employer to do hazard assessments: it's the law.**



An employer must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site.

**Occupational Health and Safety Code, Part 2, Section 7(1)**

## What are the benefits of hazard assessment and control?

Hazard assessments identify hazards so they can be eliminated or controlled before someone gets hurt.

The process of conducting hazard assessments and following through by introducing controls may also:

- **Inspire improvements in day-to-day operations** (for example maintenance, work procedures, worker training, process and design, purchasing, housekeeping). Workers can see how doing simple things like mopping up spills or picking up debris is more important than they might have thought. They become more proactive.
- **Show workers they are important and valued**, and demonstrate employer commitment. Feeling valued can inspire participation and ownership of workplace health and safety.
- **Focus attention on workplace health and safety.** Hazard assessments point to specific areas in need of improvement. They get people thinking—and talking—about health and safety.
- Result in **a more consistent, efficient and effective workplace.** One can expect that lowering the risk of a health and safety incident also lowers the number of productive hours lost to worker illness and/or injury.
- **Lower operating costs.** Fewer incidents means fewer claims filed with the Workers' Compensation Board. Fewer insurance claims means lower annual premiums.

# What are some of the challenges of conducting hazard assessments?

Not all workplace hazards are obvious to everyone. Individuals bring their own experience and judgment to the task of identifying hazards.

Employers who don't appreciate the importance of hazard assessments are less likely to make them a priority.

The culture (attitudes and behaviours) of a workplace or an entire industry can build up a level of risk tolerance. Risk-taking may be an accepted part of the job. Workers may become complacent and begin to lower their guard over time, as high-hazard activities become familiar. Workers may even disregard the hazardous nature of a task because they take pride in the risky nature of their work.

Employers might overlook the importance of providing proper training and assign people without the skills or experience needed to conduct a hazard assessment.

New workers may simply not have the experience to identify the hazards at their work. More experienced workers may have the most difficulty changing their behaviour. They are sometimes more likely to dismiss occupational health and safety initiatives as unnecessary.



# Are there different types of hazard assessments?

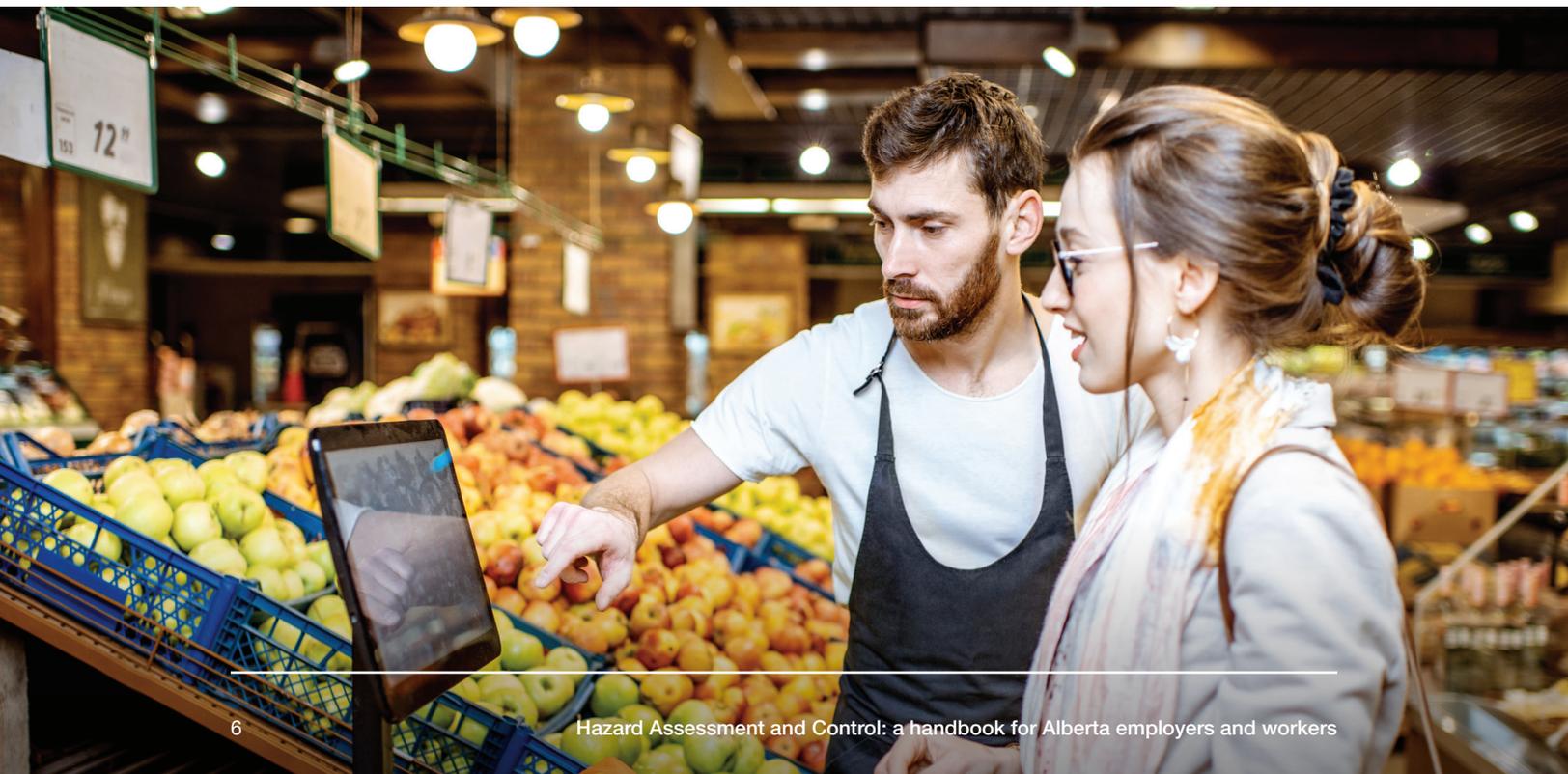
When Alberta's legislation references hazard assessments, it refers to something called a formal hazard assessment.

A **formal hazard assessment** takes a close look at the overall operations of an organization to identify hazards and develop, implement and monitor related controls. Worker jobs or types of work are broken down into separate tasks. Formal hazard assessments are detailed, can involve many people (including the health and safety committee or health and safety representative, as applicable), and will require time to complete.

Some work places also do something called a site-specific hazard assessment (or field-level hazard assessment). **Site-specific hazard assessments** are used to address hazards that show up because of changing circumstances at a work site. They check for hazards before work starts at a site and at a site where conditions change or when non-routine work is added. Any hazards identified are to be eliminated or controlled right away, before work begins or continues.

More information about conducting site-specific hazard assessments is provided at the end of this handbook as an appendix. See page 31.

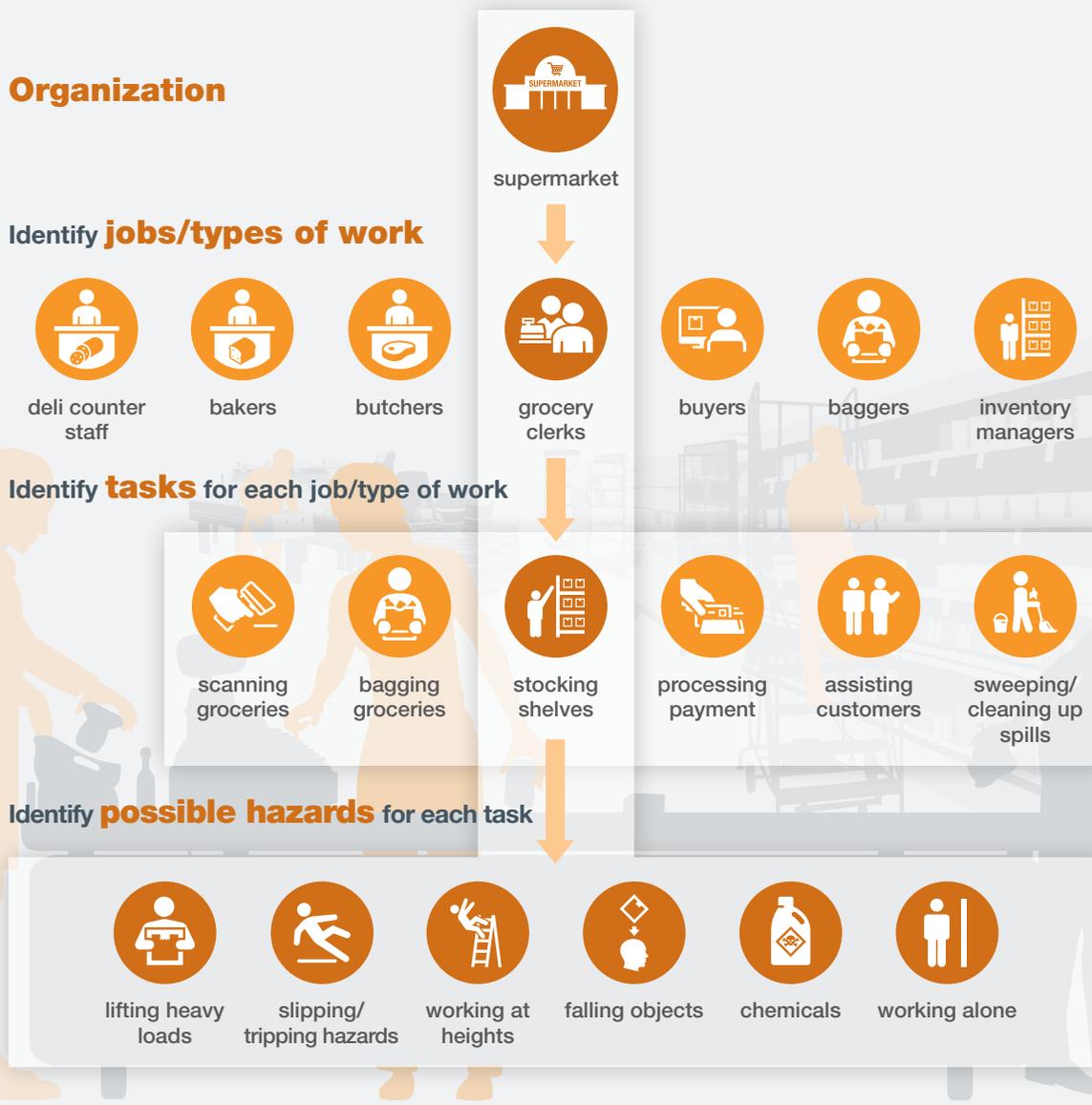
This handbook focuses on formal hazard assessments, with step-by-step guidelines on how to conduct them.



# Formal hazard assessments

A **formal hazard assessment** involves a detailed look at an organization's overall operations. All worker jobs or types of work are broken down into separate tasks. The formal process is meant to identify and eliminate hazards. Where it's not reasonably practicable to eliminate the hazard, employers must develop, implement and monitor controls. The end goal is to prevent work-related injuries and illnesses.

Formal hazard assessments are detailed. The process can involve many people and requires time to complete. It takes commitment and resources to do all the necessary steps. The investment is rewarded many times over with improved health and safety for everyone in the workplace.



# Who should participate?

A team approach is necessary. Different people have different ways of seeing things. Workers are the individuals doing the work and are in the best position to provide insight. You must involve affected workers.



An employer must involve affected workers in the hazard assessment and in the control or elimination of the hazards identified.

**Occupational Health and Safety Code, Part 2, Section 8(1)**

Anyone who is conducting the hazard assessment must receive training so they know how to recognize, evaluate and control hazards. They should also understand the job tasks that they will be evaluating, and the experience/skill level of those who are doing the work.

If you have a health and safety committee (HSC) or health and safety representative (HS representative) be sure to get them involved. They represent an important part of the internal responsibility system, where everyone in the workplace works as a team to ensure a healthy and safe environment.

Consult them throughout the process. **Resolve health and safety concerns together.**

## Health and safety committees and representatives

HSCs and HS representatives support your workers' right to meaningful participation in workplace health and safety.

HSCs and HS representatives serve as advisors to the employer. Their legal duties include receipt, consideration and disposition of health and safety concerns, making recommendations about worker health and safety to the employer, and reviewing work site inspection records.

**They also must participate in the employer's hazard assessment.** As an employer, you must ensure that the HSC or HS representative in your organization carries out their obligations.

To determine if your organization is required to have an HSC or HS representative, and to learn more about their role, see the *Additional resources* section.



The duties of a joint health and safety committee include ... participation in the employer's hazard assessment.

**Occupational Health and Safety Act, Part 2, Section 13(6)(b)**

# When should you do a formal hazard assessment?

**Start the formal hazard assessment early** on in the development of your organization's health and safety program.



An employer must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site.

**Occupational Health and Safety Code, Part 2, Section 7(1)**

A formal hazard assessment is the basis for the organization's entire health and safety program. It outlines the hazards and points to the necessary control measures. This information can be helpful in other parts of a health and safety program, such as worker training, emergency response planning and work site inspections.

Employers will want to keep their health and safety activities in line with the organization's needs. If you already have controls in place, take the time to go back and conduct a formal hazard assessment to ensure all hazards have been identified and existing controls are effective.

**As the organization's operations expand or changes are made to the way work is performed** (in other words before new work sites are constructed and/or equipment, processes or tasks are introduced), additional hazard assessments are required.



An employer must ensure that the hazard assessment is repeated

- (a) at reasonably practicable intervals to prevent the development of unsafe and unhealthy work conditions,
- (b) when a new work process is introduced,
- (c) when a work process or operation changes, or
- (d) before construction of significant additions or alterations to a work site.

**Occupational Health and Safety Code, Part 2, Section 7(4)**

## Formal hazard assessments

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Even when nothing has changed, **hazard assessments must be reviewed periodically** to prevent the development of unsafe and unhealthy working conditions.

To meet occupational health and safety legislated requirements, **the date must be recorded on each hazard assessment**. This provides a record of the last revision date and may help determine whether or not the document requires an update.



An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it.

**Occupational Health and Safety Code, Part 2, Section 7(3)**

## How do you do a formal hazard assessment?

### **What follows are the basic steps to conducting a formal hazard assessment.**

The size and complexity of business operations will influence your approach. You will want to tailor the process to your organization's specific needs. Make sure everyone involved understands the goals and is familiar with the work processes under review and the experience/skill level of those doing the work.

The template on page 24 may be helpful when conducting a formal hazard assessment. Be sure to customize this template so it applies to your specific work environment. See also the sample forms provided for reference on pages 25–30.

**The process involves several steps. Taking one step at a time can help it go smoothly.**

### The formal hazard assessment process – step by step

- 1** Figure out what people do.
- 2** List all work tasks or activities for each job.
- 3** Identify any health and safety hazards related to each task or activity.
- 4** Find ways to eliminate or control the hazards.
- 5** Implement the selected controls.
- 6** Communicate the hazards and follow the controls.
- 7** Monitor effectiveness of controls.
- 8** Review and revise the hazard assessment.

### STEP 1

Begin by figuring out what people do in the organization.

**Start by taking an inventory of all the jobs or work types within the organization.**

You might develop or reference a list of positions or work types.

For example, in a **supermarket**, there are:



### STEP 2

## List all work tasks or activities for each job.

**From your inventory of all the jobs or work types in the organization, compile a list of related tasks for each.**

Talk to the workers and spend time watching them work. Record the tasks or activities they do.

For example, a **grocery clerk** is responsible for:



scanning groceries



bagging groceries



stocking shelves



processing payment



assisting customers



sweeping/  
cleaning up spills

### STEP 3

## Identify any *health* and *safety* hazards related to each task or activity.

Keeping workers healthy and safe involves identifying both health and safety hazards.

A **health hazard** is anything that could harm someone's health, either immediately or over time.

### Health hazards



loud noises



repetitive movements



sun exposure



chemical exposure

The effects of health hazards are not always immediate. They can take years to appear. For this reason, health hazards themselves are often overlooked in the hazard assessment process.

A worker who is exposed to the sun on a regular basis may develop skin cancer over time. Early identification of sun exposure as a health hazard can introduce controls to minimize the hazard and safeguard the worker's health.

A **safety hazard** is anything that could cause injury or damage. An injury caused by a safety hazard is usually immediate (for example a broken bone, a sprain or a cut).

### Safety hazards



falling objects



slippery surfaces



sharp equipment



icy roads

Safety hazards tend to get our attention in a hurry. When someone falls and breaks their back, for example, everyone takes note.

# Workplace hazards by category

Workplace hazards can be grouped into four categories. They may include, but are not limited to:

## Physical hazards



slippery/  
uneven surfaces



repetitive  
motions



lifting  
heavy loads



extreme  
temperatures



working around  
moving equipment



vibration



noise



working at  
heights



poor lighting



working around  
vehicles

## Chemical hazards



cleaning products/  
solvents



battery acid



vapour  
(spray paint)



hazardous  
merchandise



maintenance  
products



fumes



gases  
(carbon monoxide)



byproducts/  
waste products  
from a process

### Biological hazards



viruses



mould



bacteria



body fluids



sewage



allergens



animal/pet waste

### Psychosocial hazards



harassment



stress



fatigue



shiftwork



working alone



violence

In some situations, **the hazard can be a combination of two or more of the above.** More than one category of hazard may be present with each task.

### Contributing factors

When thinking about workplace hazards and how to eliminate or control them, consider these four main contributing factors to how hazards impact a workplace and the workers:



#### People

- Are they well trained/competent in performing the work?
- Are they overtired?
- What motivates them (for example speed or quality)?



#### Equipment

- Is equipment/are tools appropriate for the task?
- Is the equipment properly installed?
- Is the equipment properly maintained?
- Are manufacturer's specifications and operating instructions being followed?



#### Materials

- What materials are being used?
- Are they being handled, stored and disposed of properly?



#### Environment

- Where is your work site (for example an office, vehicle, field, etc.)?
- Does your work environment introduce any health and safety hazards?

Your workplace may have existing tools and information in place to help identify hazards. Hazard reports, incident reports (including potentially serious incident reports), equipment preventive maintenance records, first aid logs and inspections can all be used to update hazard assessments on an ongoing basis.

### STEP 4

## Find ways to eliminate or control the hazards.

### All identified hazards must be addressed.

You must eliminate hazards wherever you can. Removing tripping hazards or safely disposing of unwanted chemicals are examples of hazard elimination. **If hazards cannot be eliminated, they must be controlled.**



If an existing or potential hazard to workers is identified during a hazard assessment, an employer must take measures in accordance with this section to

- (a) eliminate the hazards, or
- (b) if elimination is not reasonably practicable, control the hazard.

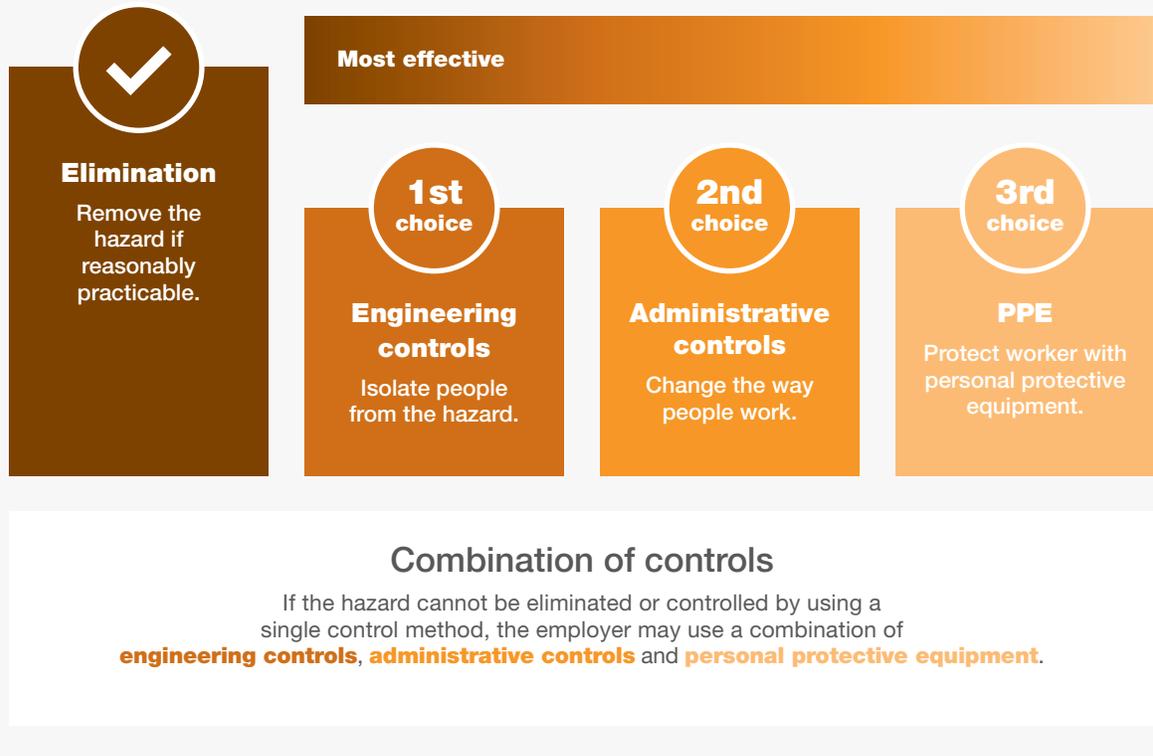
**Occupational Health and Safety Code, Part 2, Section 9(1)**

Your hazard assessment may reveal a lot of hazards. All hazards have to be addressed. It may not be realistic to address them all immediately. Prioritize the hazards you've identified and address those that pose the greatest risk right away. **Make sure you introduce interim controls for those hazards that may have to wait for more permanent solutions.**

Some control methods are more effective than others. Alberta's Occupational Health and Safety Code outlines the hierarchy of controls to follow.

**Your hazard assessment and control report must include all identified hazards and all controls that you have in place to protect workers from those hazards.**

### Hazard controls



What follows are examples of the various types of controls. They must be implemented in the order stated.

### Engineering controls

Next to eliminating a hazard, controlling it at the source is the most effective means of preventing illness or injury to workers.



## Formal hazard assessments

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### Administrative controls

When elimination isn't an option and engineered controls are not feasible, employers are expected to do what they can to introduce controls that change the way people work.



conduct a site-specific hazard assessment



develop safe work practices and procedures



provide training and supervision for workers



limit exposure time by rotating jobs



display warning signs

### Personal protective equipment

Personal protective equipment (PPE) is an employer's third line of defense for controlling hazards that cannot be eliminated. It's introduced only after engineering and administrative controls are found to be unworkable for specific hazards.



wear approved footwear



wear safety glasses



wear respirators



wear protective gloves



wear reflective vests

**PPE can only be effective if workers use it properly.** The basic obligation to ensure workers use required PPE is shared between employers, supervisors and workers. **Directions about proper selection and use are in Part 18 of the Occupational Health and Safety Code.**



Every worker shall, while engaged in an occupation, ... at all times, when the nature of the work requires, use all devices and wear all personal protective equipment designated and provided for the worker's protection by the worker's employer or required to be used or worn by the worker by this Act, the regulations and the OHS Code.

**Occupational Health and Safety Act, Part 1, Section 5(1)(c)**



If a worker is required under the Act, the regulations or this Code to use or wear specific equipment or personal protective equipment, the employer and supervisor must ensure that the worker uses or wears the equipment or personal protective equipment at the work site.

**Occupational Health and Safety Code, Part 1, Section 3.2**

### STEP

# 5

## Implement the selected controls.

Once you've identified the hazards and selected the appropriate way to eliminate or control them, you need to **follow through with action**.

- Have a plan to implement the identified controls and to confirm they are effective.
- Be prepared to introduce temporary controls when more permanent solutions will take time to implement.

As an example, you'll want to provide workers with hearing protection (personal protective equipment) until a sound barrier (an engineering control) can be established to control a noise hazard.

### STEP

# 6

## Communicate the hazards and follow the controls.

Workers have to know the hazards of their jobs and what to do to stay healthy and safe in light of those hazards.

A written hazard assessment and control report is an important part of making sure workers know the hazards associated with their work. Employers are required to prepare a report with the results from hazard assessments. This report must include what is being done to eliminate or control the hazards identified.



An employer must prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified.

**Occupational Health and Safety Code, Part 2, Section 7(2)**

## Formal hazard assessments

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The report must be in writing, and it must be readily available for reference at the work site.



Every employer shall keep readily available information related to work site hazards, controls, work practices and procedures and provide that information to:

- (a) the joint health and safety committee, if there is one, or health and safety representative, if there is one, at the work site,
- (b) the workers, and
- (c) the prime contractor, if there is one.

***Occupational Health and Safety Act, Part 1, Section 3(4)***

## Share the results at the work site

Make sure all affected workers are aware of and understand the hazards and follow or use the controls. How you do this will depend on your organization. Some approaches are:

- worker orientation/training sessions
- worker mentorship
- discussing both the hazards and the controls during safety meetings
- using regular internal communication channels or resources (for example health and safety committee or representative, newsletters, intranet forums)



Every employer shall ensure that workers engaged in the work of that employer are adequately trained in all matters necessary to perform their work in a healthy and safe manner.

***Occupational Health and Safety Act, Part 1, Section 3(2)***

Supervisors play a critical role in ensuring the workers they supervise know the hazards in their work area. (A supervisor is anyone who has charge of a work site or authority over a worker.)



Every supervisor shall...advise every worker under the supervisor's supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.

***Occupational Health and Safety Act, Part 1, Section 4(b)***

### STEP 7

## Monitor the controls for their effectiveness.

When we introduce controls, we might end up introducing new workplace hazards. By regularly monitoring and evaluating the controls, confirming workers are following correct procedures, and making sure equipment is appropriate and in good working condition, we can anticipate problems before the health and safety of workers is negatively affected.



eye protection might fog up, resulting in impaired vision



engineered sound barriers might have a negative affect on airflow



### STEP 8

## Review and revise hazard assessments.

The workplace is always changing. To keep workers healthy and safe, employers are required to review an existing hazard assessment and revise it accordingly when a new task, work process, or equipment is introduced, or when there is a significant change to a work site.

Even when nothing has changed, **hazard assessments must be reviewed periodically** to prevent the development of unsafe and unhealthy working conditions.



An employer must ensure that the hazard assessment is repeated

- (a) at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions,
- (b) when a new work process is introduced,
- (c) when a work process or operation changes, or
- (d) before the construction of significant additions or alteration to a work site.

**Occupational Health and Safety Code, Part 2, Section 7(4)**

## Make sure to put the date on it.

It's a legal requirement, but it also helps with record management at your end. You will want to retain up-to-date hazard assessments for the record.



An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it.

**Occupational Health and Safety Code, Part 2, Section 7(3)**

## Formal hazard assessment and control report (template)

<b>Job/position/work type:</b>			<b>Date of assessment:</b>
<b>Assessment performed by: (names)</b>			<b>Reviewed/revised:</b>
<b>Tasks</b> <i>(List all tasks/activities of the job/position)</i>	<b>Hazards</b> <i>(List all existing and potential health and safety hazards related to the identified tasks)</i>	<b>Controls</b> <i>(List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)</i>	<b>Date implemented</b>
		Elimination: Eng: Admin: PPE:	

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

## Formal hazard assessment and control report (sample #1)

Job/position/work type: Volunteer canvasser		Date of assessment: January 3, 2023	
Assessment performed by: Hana Park, Mgr Operations; Andreas Gatzki, Volunteer Coordinator; Kate Burdett, Admin. Assistant; Manny Bridges, Health and Safety Committee member			
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	Date implemented
Driving to/from route	Adverse weather conditions	<p><b>Elimination:</b> Postpone to avoid snow storms and other extreme weather</p> <p><b>Eng:</b> Confirm vehicle maintenance; wiper fluid and winter tires</p> <p><b>Admin:</b> Schedule campaign for late spring; consult road report; follow organization's safe work practices on Journey Management</p>	December 9, 2022
Canvassing door-to-door	Slippery surfaces	<p><b>Admin:</b> Volunteer orientation training (video) and policy to reinforce the use of sidewalks and handrails where available</p> <p><b>PPE:</b> Wear non-slip footwear</p>	December 21, 2021
	Robbery	<p><b>Admin:</b> Credit card payment enabled to reduce cash donations; direction to surrender cash in the event of robbery; money envelope to discretely store cash donations</p>	November 4, 2022
	Angry residents	<p><b>Admin:</b> Clear identification of volunteer role and organization; policy to avoid knocking on doors with "No Soliciting" signs; policy to refrain from entering homes; canvassers should always be visible from roadway</p>	November 23, 2022
	Working alone	<p><b>Elimination:</b> Require canvassers to go out in pairs</p> <p><b>Admin:</b> Confirm working fully charged cell phone before start of shift and emergency contact cell phone numbers</p> <p><b>PPE:</b> Personal security alarm</p>	December 9, 2022

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## Formal hazard assessment and control report (sample #2)

Job/position/work type: Administration/office work		Date of assessment: October 3, 2022	
Assessment performed by: Claire Miller, Branch Manager; Jabbar Akram, Sr. Accountant; Jorge Acosta, Engineer/Health and Safety Representative			
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	Date implemented
Operating PC (general computer tasks)	Extended periods of sitting	<b>Eng:</b> Ergonomic set-up of workstation <b>Admin:</b> Take micro-breaks to get up and stretch	September 21, 2022
Photocopying, faxing, stapling, hole-punching	Glare from monitor	<b>Eng:</b> Anti-glare screens or monitors	April 19, 2022
Refilling toners	Repetitive motion	<b>Admin:</b> Take breaks as necessary	February 21, 2022
Filing	Contact with chemicals/toner	<b>Admin:</b> Place toner lid from new cartridge on the old cartridge to prevent exposure; WHMIS training <b>PPE:</b> Use nitrile gloves	March 4, 2022
	Awkward positions	<b>Admin:</b> Use stool; take breaks to stretch if required	February 21, 2022
	Struck by/overhead	<b>Eng:</b> Cabinet engineered to not allow more than one drawer to be open at a time (prevent tipping) <b>Admin:</b> Ensure cabinets are loaded from the bottom up	May 25, 2022
Operating paper shredder	Loose clothing or jewellery could be caught in shredder opening	<b>Eng:</b> Auto shut-off switch/emergency shut off <b>Admin:</b> Ensure loose clothing, jewellery, long hair is tucked in before operating shredder; shred on a different day	February 21, 2022

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## Formal hazard assessment and control report (sample #3)

<b>Job/position/work type:</b> Gas station attendant		<b>Date of assessment:</b> May 6, 2022	
<b>Assessment performed by:</b> Drago Janjovic, Owner; Drake Wilde, Attendant; Trey Liu, Attendant/Health and Safety Representative			
<b>Tasks</b> (List all tasks/activities of the job/position)	<b>Hazards</b> (List all existing and potential health and safety hazards related to the identified tasks)	<b>Controls</b> (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	<b>Date implemented</b>
Cashier	Robbery	<b>Eng:</b> Physical barrier (Kiosk) with limited public access; time lock safe on site inside kiosk; panic button installed; maintain good visibility into and out of the work site; video surveillance equipment installed and maintained <b>Admin:</b> Post signage with max. cash on site message; worker training in safe cash handling procedures; limit the quantity of valuable items (for example lotto tickets, cash) present	April 29, 2022
Washroom maintenance	Working alone  Exposure to chemicals/bio hazards	<b>Admin:</b> Worker training in working alone procedures; clear sightlines; after hours check-in schedule <b>PPE:</b> Personal emergency transmitter	April 29, 2022
Stacking items on shelves	Manual handling of materials	<b>Eng:</b> Sharps containers <b>Admin:</b> WHMIS training; safe work procedures (for example sharps safe handling procedures) <b>PPE:</b> Disposable gloves	May 9, 2022
		<b>Admin:</b> Standard operating procedures for materials handling; safe lifting training	April 29, 2022

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.

## Formal hazard assessment and control report (sample #4)

Job/position/work type: Shipper/Receiver		Date of assessment: June 7, 2022	
Assessment performed by: Johannes Andersson Warehouse Manager; Boris Prohles, Shipper/Receiver; Mazaa Tekle, Inventory Control Clerk/Health and Safety Representative		Reviewed/ revised:	
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	Date implemented
Operating compactor/boiler	Contact with moving parts	Eng: Equipment safeguards in place as per manufacturer's specifications Admin: Standard operating procedures for safe use of equipment	February 19, 2022
	Crushing/cutting	Eng: Emergency shutdown switch; alarm Admin: Worker training PPE: Steel-toed footwear; protective gloves	March 9, 2022
	Loud noises	PPE: Hearing protection	March 22, 2022
	Mechanical failure	Admin: Pre-use inspection; Preventative Maintenance Policy	February 21, 2021
	Repetitive motion	Eng: Ergonomic design of processing area Admin: Training in safe lifting; scheduled breaks; job rotation	March 7, 2022
	Operating forklift	Contact with moving equipment	Eng: Backup alarm Admin: Operator safety training
Static posture		Eng: Adjustable cab ergonomics Admin: Scheduled breaks; job rotation	May 27, 2022

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## Formal hazard assessment and control report (sample #5)

Job/position/work type: Grocery/Back Room Attendant		Date of assessment: October 14, 2022
Assessment performed by: Nirmal Sharma, Supervisor; Marco Oliveira, Back Room Attendant; Marie Chaisson, Stockperson/Health and Safety Representative		Reviewed/ revised:
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)
Receiving	Unstable load/falling product	<b>Admin:</b> Worker to assess load for stability. If unstable to move, load off by hand until stable enough to move. <b>PPE:</b> Worker to wear steel-toed boots
Stacking/storing overstock onto racking system	Trailer shift or trailer movement Product falling off racking from heights	<b>Admin:</b> Follow Safe Work Practice: Lock trailer to loading gate  <b>Admin:</b> Stack materials appropriately: heavy items on bottom racks, make sure materials are secured and not leaning, boxes must not be crushed <b>PPE:</b> Workers to wear hard hats and steel-toed boots
Stacking/storing overstock in coolers and freezers	Wet/slippery floors Working in cold	<b>Elimination:</b> Clean up floors using proper clean-up procedures <b>PPE:</b> Workers to wear slip-resistant steel-toed boots  <b>PPE:</b> Wear appropriate cold weather gear
		March 16, 2022
		April 4, 2022
		February 28, 2022
		March 16, 2022
		October 3, 2022

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## Formal hazard assessment and control report (sample #6)

Job/position/work type: Vacuum Truck Operator/Swamper		Date of assessment: December 23, 2022	
Assessment performed by: Marshall Block, Owner/Operator; Neil Skinner, Operator; Trainees, James Nakaya, Health and Safety Coordinator/Representative		Reviewed/ revised:	
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards related to the identified tasks)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)	Date implemented
Pre-trip inspection	Exposure to moving equipment	<b>Admin:</b> Follow Safe Work Practice 001 - Controlled zone for pre-trip inspection (use of pylons) <b>PPE:</b> Reflective vest	December 19, 2022
	Awkward access points	<b>Eng:</b> Engine bonnet designed to stay in open position with hydraulic rams in place <b>Admin:</b> Driver Training, Module II covers hazards associated with pre-trip inspection <b>PPE:</b> Coveralls, work gloves, work boots, hard surface bump hat	December 19, 2022
	Exposure to chemicals, fluids	<b>Admin:</b> Safe Work Practice 002 - Regular laundry of coveralls <b>Admin:</b> Use of funnels required when filling lubricants, fluids <b>Admin:</b> Review equipment list to ensure clean lines for transport of water <b>PPE:</b> Coveralls, work gloves, work boots, eye protection	December 19, 2022
	icy or slick access points and work steps	<b>Admin:</b> 3 point contact entry and exit of vehicle (Driver Training, Module II)	December 19, 2022
Travel to site	Adverse weather conditions	<b>Admin:</b> Consult road report, follow company Safe Work Practice 003 - Journey Management	December 19, 2022

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# Appendix: Site-specific hazard assessments

Site-specific hazard assessments (also called field-level hazard assessments) are in fact an administrative control used to address hazards that show up as a result of changing circumstances at a work site.

- Site-specific hazard assessments check for hazards before work starts at a site and at a site where conditions change or when non-routine work is added. When workers travel to different work sites to perform work, a site-specific hazard assessment must be performed (for example, a work crew attends the scene of a downed power line to do repairs).
- Site-specific hazard assessments flag hazards identified at the location (for example overhead power lines, poor lighting, wet surfaces, extreme temperatures, the presence of wildlife), or introduced by a change at the work site (for example scaffolding, unfamiliar chemicals, introduction of new equipment).
- Site-specific hazard assessments also check to confirm that existing controls are in place (for example railings, equipment guards, personal protective equipment).
- Any hazards identified are to be eliminated or controlled right away, before work begins or continues.

## Site-specific considerations

### Legend

- Location-specific hazards
- Changes at the work site



scaffolding



poor lighting



slippery surfaces



extreme temperatures



overhead powerlines



wildlife



introduction of new equipment



unfamiliar chemicals

If a site-specific hazard assessment spots a hazard that was overlooked during the formal hazard assessment, the formal assessment should be updated to include it.

### Who should be involved?

Those leading a site-specific hazard assessment must be competent in the task. They must understand the goal of the assessment, the work site environment, and the experience and skill levels of those who are working on site. Typically, the foreman or supervisor would take the lead because they have this scope of knowledge and experience.

### How often should they be repeated?

Site-specific hazard assessments must be conducted at work sites where the work environment itself is subject to change due to changing conditions. Changes in weather, the arrival of new contractors and/or equipment, or the introduction of new work processes can trigger the need for another assessment.

Remember the goal of site-specific hazard assessments is to keep everyone healthy and safe. Reassess your work site as needed to stay on top of changing workplace hazards.

### How do you do a site-specific hazard assessment?

There are different approaches to conducting a site-specific hazard assessment. What follows are a few basic steps.

#### **First:**

#### Take a look at the work site and figure out what the tasks are for the day.

You'll want to consider the nature of the work that is being performed and who is scheduled to be doing it. This includes your workers, but may also include any other persons expected to be working on site that day.

### **Next:** Identify any work site hazards.

Remember, a hazard is any situation, condition or thing that may be dangerous to health and safety.



slippery surfaces



uneven ground



moving equipment  
or vehicles



strong wind  
(blowing debris)



extreme temperatures



poor lighting



missing controls





### Materials

Think about the **materials** being used at the work site, and the processes being followed.



### Equipment

What kind of **equipment** is or is expected to be on site?



### Environmental conditions

Are there any **environmental conditions** (for example rain, mud, wind) that could affect the site?



### People

The **people** themselves should be a consideration here.

- What is the level of skill and experience on site?
- Are workers well trained/competent in performing the work?
- Are they working extra long shifts (likely to be overtired)?
- Are they under pressure to stay on a tight schedule?
- Are visitors on site?

## Then:

### Eliminate or control the hazards you've identified.

All of the hazards identified must be either eliminated or controlled before work proceeds.



If an existing or potential hazard to workers is identified during a hazard assessment, an employer must take measures in accordance with this section to

- (a) eliminate the hazards, or
- (b) if elimination is not reasonably practicable, control the hazard.

**Occupational Health and Safety Code, Part 2, Section 9(1)**

Wherever reasonable practicable, **eliminate hazards. If they cannot be eliminated, hazards must be controlled in the order listed on the following page.**



### Elimination

When elimination of the hazard is not an option, Alberta's Occupational Health and Safety Code (Part 2, Section 9(2)–9(5)) establishes the hierarchy of controls to follow:

#### 1st choice

##### Engineering controls –

Isolate people from the hazard.



erect tarps to protect from the elements



introduce guardrails



cover an open hole

#### 2nd choice

##### Administrative controls –

Change the way people work.



put up signage



adjust work schedule (delay outdoor work if possible)



review/follow safe work procedures (from formal hazard assessment)

#### 3rd choice

##### Personal Protective Equipment (PPE) –

Protect worker with personal protective equipment.



wear cut-resistant gloves



wear hard hats



wear reflective vests



wear eye protection



wear safety harness



wear approved footwear

### Combination of controls

If the hazard cannot be eliminated or controlled by using a single control method, the employer may use a combination of **engineering controls**, **administrative controls** and **personal protective equipment**.

### And:

### Be sure to communicate the results.

To stay healthy and safe, all affected workers need to be aware of and understand the hazards—and follow the controls. Employers have to ensure that health and safety information is readily available and provided to workers. They also have to ensure that workers have the training they need to work safely.



Every employer shall keep readily available information related to work site hazards, controls, work practices and procedures and provide that information to

- (a) the joint health and safety committee, if there is one, or health and safety representative, if there is one, at the work site,
- (b) the workers, and
- (c) the prime contractor, if there is one.

***Occupational Health and Safety Act, Part 1, Section 3(4)***



Every employer shall ensure that workers engaged in the work of that employer are adequately trained in the all matters necessary to perform their work in a healthy and safe manner.

***Occupational Health and Safety Act, Part 1, Section 3(2)***

It is the supervisor's responsibility to inform workers.



Every supervisor shall...advise every worker under the supervisor's supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work,

***Occupational Health and Safety Act, Part 1, Section 4(b)***

The template on the next two pages covers the essential parts of a site-specific hazard assessment. You will want to customize the template so it applies to your specific work environment. If your organization faces a lot of common hazards in your work processes, consider including those as part of your form.

### Site-specific hazard assessment and control (template)

This is one example of a site-specific hazard assessment. If you choose to use this template, here's how:

- Customize the checklist (over) for your work and work site. Customize any other sections as needed.
- Use the checklist as a prompt when looking for new or situational hazards not addressed in your formal hazard assessment and control report, or for required controls that are not in place.
- Record uncontrolled hazards and actions taken below.
- Review the completed form with all workers before work starts, and document the review on the next page.

### Eliminate or control all hazards before work starts.

Employer name:

Date:

Work site location:

Work activities:

### Hazards and actions

List one hazard per row. Add or delete rows as needed.

<b>Hazard</b> <i>List any uncontrolled hazards.</i>	<b>Action(s) taken</b> <i>Describe appropriate actions taken before work started. For example, how you eliminated or controlled a hazard; or if you stopped one or more work activities and referred a hazard to management for formal assessment. (Inform management about all new hazards.)</i>

### Is there anything else to report?

Add or delete bullets as needed. Examples include:

- <A suggestion for improvement.>
- <A recommendation to update the formal hazard assessment and control report.>



# Additional resources

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**Government of Alberta – Guide to OHS: Employers**

[ohs-pubstore.labour.alberta.ca/LI009](https://ohs-pubstore.labour.alberta.ca/LI009)

**Government of Alberta – Guide to OHS: Supervisors**

[ohs-pubstore.labour.alberta.ca/LI010](https://ohs-pubstore.labour.alberta.ca/LI010)

**Government of Alberta – Guide to OHS: Workers**

[ohs-pubstore.labour.alberta.ca/LI008](https://ohs-pubstore.labour.alberta.ca/LI008)

**Government of Alberta – Health and safety committees and representatives**

[ohs-pubstore.labour.alberta.ca/LI060](https://ohs-pubstore.labour.alberta.ca/LI060)

**Government of Alberta – Occupational health and safety and the internal responsibility system**

[ohs-pubstore.labour.alberta.ca/LI051](https://ohs-pubstore.labour.alberta.ca/LI051)

**Government of Alberta – Occupational health and safety starter kit**

[ohs-pubstore.labour.alberta.ca/BP035](https://ohs-pubstore.labour.alberta.ca/BP035)

**Government of Alberta – OHS Act, Regulation and Code**

[alberta.ca/ohs-laws.aspx](https://alberta.ca/ohs-laws.aspx)

**Canadian Centre for Occupational Health and Safety (CCOHS) – Job safety analysis**

[ccohs.ca/oshanswers/hsprograms/job-haz.html](https://ccohs.ca/oshanswers/hsprograms/job-haz.html)

# Occupational health and safety legislation

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This handbook is current to October 2023.

## It references:

*Occupational Health and Safety Act*, SA 2020 cO-2.2 (current as of December 1, 2021)

*Occupational Health and Safety Regulation*, AR 184/2021 (current as of December 1, 2021)

*Occupational Health and Safety Code*, AR 191/2021 (current as of December 1, 2021)

## The current occupational health and safety legislation is available online at:



[alberta.ca/ohs-act-regulation-code.aspx](https://alberta.ca/ohs-act-regulation-code.aspx)

You can buy official printed versions of the *Occupational Health and Safety Act*, Regulation and Code Handbook from Alberta King's Printer:



[alberta.ca/alberta-kings-printer.aspx](https://alberta.ca/alberta-kings-printer.aspx)



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Toll-free in Alberta: 1-866-415-8690

## For the deaf or hard of hearing (TTY)



In Edmonton: 780-427-9999  
Toll-free in Alberta: 1-800-232-7215

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