**Logo

Description automatically generated**

|  |  |
| --- | --- |
| **Title of Policy:**  Hazard Identification, Assessment and Control Policy | **Number:**  Policy #2 |
| **Effective Date:**  March 30, 2023 | **Page Number:**  1 to 5 |
| **Approved Date:**  **Revision Date:**  Three years from the effective date or sooner when changes in legislation or processes occur. | **Approved by:**  **Signature of approving authority:** |
| **1. Applicability**   * This policy applies to all supervisors, managers, workers, contractors, students, visitors and employer.   **2. Definitions**   * Definitions of relevant terms are provided in [**Appendix A**.](file:///C:\Users\RUTVI\Documents\Appendix%20A-Definitions.doc)   **3. Rationale or background to policy:**   * This policy plays a crucial role in meeting the employer’s obligation to provide a safe work environment and ensure his workers' safety, health, and well-being. Effective implementation of this policy would minimize hazards and reduce the risk of injuries, harm, loss, and diseases in the workplace. * Hazards identification, assessment and control are legislative requirements (W210, s 7.4 (5)(b)) that the employer needs to comply with.   **4. Policy Statement**   * Hazard identification, assessment, and control are significant to ensuring a safe and healthy work environment as required by the Manitoba Workplace Health and Safety Act (W210). * This organization will identify hazards using the following methods: * Auditing the program (See **procedure #2**). * Incident reporting and investigation including reporting of refusal of work due to unsafe work (See **procedure #3**). * Completing Workplace inspection (See **procedure #4**)-with participation from Workplace Safety and Health (WSH) Committee, Supervisors, Workers, Contractors, and External Enforcement Agents (Health and Safety Officers). * Hazard reporting (See **procedure #5**). * Completing Critical Task Inventory (CTI), Job Hazard Analysis (JHA), and risk assessment. Developing Safe work procedures (SWPs) for all tasks as per the completed JHA. * Identified existing and potential hazards will be assessed using the JHA procedures and risk level will be determined using risk rating tools [**(Template 1)**.](file:///C:\Users\RUTVI\Documents\Template%201-Risk%20Matrix.xls) The risk assessment will analyse the potential seriousness of the harm and how likely it is to occur. Therefore, the risk of injuries and illness will be based on the likelihood of occurrence, frequency, and severity of injuries or incidents if occurred. * Having identified hazards and assessed the risks, implementation of control will be prioritized as per the risk rating. Hazard control will be implemented using the following methods: * **Primary controls**: involves the use of the hierarchy of controls (Fig.1), in which hazards are controlled in a sequential manner, from using the most effective control which is (elimination) to the least effective control: Personal Protective Equipment (PPE). If hazards cannot be eliminated, substitution or engineering control measures will used and if the hazard cannot be fully controlled by implementing this controls; in addition, the hazards can be controlled using administrative measures like job rotation, development of SWPs, and provision of relevant training. In some cases, the use of PPE may be required in addition to administrative or other control measures, but PPE should only be used as a last resort.     Fig. 1. Hierarchy of Controls   * **Secondary controls**: medical surveillance, for example noise level assessment/testing, respirator fit testing, and occupational hygiene exposure assessment. These controls are implemented to monitor specific individuals due to risk f their job. * **Tertiary controls**: focuses on illness/injury management. Controls in this category include, disability management, return to work, emergency management, and review of primary controls to make changes where necessary. * Upon implementation of recommended corrective actions by the supervisors or managers, the WSH committee or its representative would follow up and document findings, which would be reported to the committee. * To measure the performance of this organization in hazard identification, assessment, and control, the following Key Performance Indicators (KPIs) will be used: the number of inspections, the percentage of corrective actions implemented, and the number of hazards reported. Elements of the KPIs are provided in [**Appendix E**](file:///C:\Users\RUTVI\Documents\Appendix%20E-KPIs.docx)**.** There will be other KPI’s as we continue to improve the program.   **5. Responsibilities/Accountabilities:**  **Employer:**   * Establish accountability for identifying hazards and assessing and controlling associated risks in the workplace. * Provide appropriate resources (financial, human, and organizational). * Receive reports on KPI’s and ensure accountability based on reports. * Commit to policy implementation and maintenance.   **Supervisors/Managers:**   * Implement this policy in their area of responsibility and accountability. * Ensure all hazards and incidents are reported, investigated, and corrected. * Complete and participate in workplace inspection and inspection of processes and procedures. * Conduct site risk assessment for work under their control. * Correct any unsafe condition as soon as is reasonably practicable. * Ensure that workers under their supervision are aware of hazards and that identified risks are appropriately controlled. * Complete JHA’s, risk assessments, and SWPs for all tasks. * Ensure compliance with SWPs. * Ensure workers are trained on this policy and relevant procedures.   **Workers:**   * Participate in workplace inspection by conducting pre-shift or work area inspection. * Report identified hazards to their supervisors. * Report incidents and near misses. * Participate in incident investigation. * Use control measures as required. * Participate in the development of SWPs. * Comply with this policy and relevant SWPs. * Participate in training when requested.   **Workplace Safety and Health (WSH) Committee:**   * Must inspect the workplace and the work processes and procedures at least once before each regularly scheduled committee meeting. * Identify hazards and recommend control measures and forward to supervisors for corrective actions. * Report all corrective actions to the supervisors. * Follow up on corrective actions at workplace safety and health meetings. * Participate in investigations of incidents and dangerous occurrences at the workplace. * Participate in completion of JHA, RA, and SWPs when requested.   **Contractors/Self-Employed Persons:**   * Follow all policies and procedures as per contract agreement and safe work plans.   **Students:**   * Report any hazards associated with the working area, tasks, or activities to their supervisors or mentors as soon as they are aware of them. * Report incidents or near misses to the supervisor. * Comply with this policy and relevant SWPs.   **6. Consequences for Non-Compliance**   * Non-compliance with this policy shall result in verbal warnings, written warnings followed by termination of employment, contract, or internship.   **7. Review of Policy**   * Employer will ensure a review of this policy at a minimum of every three years or sooner when there are changes in legislation, procedures, or the environment. The WSH committee must be consulted during this review and documented in the minutes per discussions of their review.   **8. Policy Implementation Plan:**   * This policy and relevant procedures will be implemented according to the training matrix **(Appendix C).**   **9. Record Retention:**   * Records are kept as per the provincial record retention schedule [**(Appendix D)**](file:///C:\Users\RUTVI\Documents\Appendix%20D-Record%20Retention.pdf)   **10. References:**   * Manitoba Workplace Safety and Health Act, W210 (2021). * Padua, E. (2022). Policy Writing, Documentation and Reporting SAFE-1032. * Record Retention Manitoba, Safe Work Manitoba. * Safe Work Manitoba (2010). Guide for Developing a Workplace Safety and Health Program. * Safety Office, University of Winnipeg (n.d.). Hazard Recognition and Control Processes. <https://www.uwinnipeg.ca/safety/cheml-bio-control/hazard-recognition-and-control-processes.html>. * Ed Pschulski, risk management SAFE-1021 | |

**Logo

Description automatically generated**

|  |  |
| --- | --- |
| **Name of Procedure**:  Incident Reporting & Investigation Procedure  **Procedure Number:** #3 | **Policy # Reference:**  Policy #2- Hazard Identification, Assessment and Control Policy |
| **Effective Date:**  **March 30, 2023** | **Next Review Date:** Three years from the Effective Date or sooner, dependent on any changes in processes, work environment operations, and/or legislation. |
| **Approved Date:** | **Approved by:**  **(Manager/Supervisor)** |
| **1. Applicability:**   * This applies to all management, supervisors, health and safety committee, workers, and contractors.   **2. Rationale or background to procedure:**   * This procedure outlines the mandatory steps required for reporting and investigating incidents and refusals to work in this organization. When incidents occur, it is essential to ensure that reporting, investigating, and recording the details are consistent to prevent a reoccurrence of the same or related incidents. * This organization’s objective in conducting incident reporting and investigations is to:   + Evaluate the severity of the hazard and the potential for recurrence.   + Determining the root cause of the incident.   + Communicating all information about the incident and preventative and corrective control measures.   **3. Definitions:**  See [**Appendix A**](file:///C:\Users\RUTVI\Documents\Appendix%20A-Definitions.doc)  **4. Responsibilities:**   * **Employer:** * Provide all resources, equipment, and time required to perform investigations   + Ensure that all serious incidents, dangerous occurrences, and right to refusals are investigated and reported by reviewing reports relevant to KPIs, Audit Results, and other means of reporting activities.   + Ensure the [workplace health and safety](https://www.safemanitoba.com/topics/Pages/Reporting-Serious-Incidents.aspx#:~:text=An%20employer%20must%20ensure%3A&text=persons%20involved%20in%20the%20investigation,improvements%20need%20to%20be%20made) branch is notified immediately and quickly about any serious incident. * **Supervisors:**   + Investigate serious incidents, dangerous occurrences, and the right to refuse within their department**.**   + Ensure that proper and immediate medical care is provided when required.   + Investigate all dangerous conditions in the presence of the worker who reported when there is a refusal to work.   + Implement corrective actions, follow up to ensure the corrective actions are effective, review the applicable JHA/RA/SWP to ensure the corrective actions are added to these documents   + Be knowledgeable in the requirements for investigation and how to effectively investigation through training attendance * **Health and Safety Committee:**    + Ensure that co-chairs or a designate not in management carry out all investigations involving serious incidents, dangerous occurrences, and the right to refuse.   + Ensure to accompany and compliance with the health and safety officer performing serious incident investigations.   + Ensure all investigations are based on facts to find the root cause.   + Ensure that they have an investigation and inspection tool kit [**(See appendix H)**](file:///C:\Users\RUTVI\Documents\Appendix%20H-Inspection%20kit%20component.docx)for all investigations and inspections performed. * **Workers:**   + Ensure all incidents are reported and documented, and the supervisor is informed.   + Comply with any person performing a duty under this procedure.   + Participate in the development and implementation of controls. * **Contractors:**    + Comply with this procedure and not impede any person performing a duty under this procedure.   + Report and complete incident reports relevant to the project area and report to the prime contractor or the hiring supervisor.   **5. Procedures:**   * **Reporting Steps: dependent on the incident, different steps are required** * Incident Reporting:   + Internal     - Immediately provide first aid and ensure no immediate danger to another person. (The first aider or supervisor will assess and ensure medical treatment is provided) and ensure no immediate danger to another person.     - Provide medical transport if required.     - Complete and hand the incident report [(**Form 1)**](file:///C:\Users\RUTVI\Documents\Form%201-Incident%20Report%20Form.docx) to the department supervisor.     - Supervisor will investigate the incident. If necessary, the Safety Office of the Government, WSH Committee, and other stakeholders will be notified dependent on the seriousness of the injury (i.e., meeting the serious incident criteria).   + Dangerous Occurrence/Near Miss     - Immediately report the hazard to the supervisor.     - Complete and hand in the near miss report to the department supervisor.   + External     - Ensure that the workplace health and safety branch is immediately notified and investigate serious incidents or dangerous occurrences as listed below. * **Investigations:**    + Serious Incidents     - Contact Workplace Health and Safety if the incident causes:       * an injury resulting from electrical contact.       * worker is unconscious for any amount of time.       * a fracture anywhere on the person       * amputation of an appendage.       * third-degree burns       * permanent or temporary loss of sight       * a cut or laceration that requires medical treatment at a hospital.       * asphyxiation or poisoning.       * causes a fatality.       * the collapse or structural failure of a building, structure, or excavation       * an explosion, fire/flood, an uncontrolled spill/escape of a hazardous substance.       * the failure of an atmosphere-supplying respirator.     - **Isolate the Scene:** This ensures that the scene is left intact and no evidence is destroyed or disturbed.     - **Record all Evidence:** Evidence can be documented by written notes, photographs, dictated observations, and diagrams. Be sure to document all evidence promptly. If ever unsure if it is evidence or not, err on the side of caution and document it.     - **Photograph/Record Video of the Scene:** Take photos and video of the scene from different angles. Use a ruler as a scale for all photographed/video evidence.     - **Interview Witnesses:** All who witnessed the incident occur.       * Primary Witnesses- eyewitnesses to the incident       * Secondary Witnesses- witnesses who were in the vicinity and arrived on the scene immediately after the incident.       * Tertiary Witnesses- witnesses that were not present at the time of the incident or did not arrive on the scene but still have relevant information.     - Complete the investigation report [**(Form 2)**](file:///C:\Users\RUTVI\Documents\Form%202-Incident%20Investigation%20Form.docx) and recommend corrective actions to be taken,     - Implement corrective actions following the hierarchy of controls.   + **Right to Refuse**     - Report immediately to the supervisor or person in charge     - Complete a refusal of work report fully and accurately.     - Inspection of the dangerous work site to be completed by the supervisor or person in charge with the worker who reported.     - Implement corrective actions following the hierarchy of controls.   + **Steps to Handling a refusal to Work indicated in the flowchart.**     **6. Training or Communication Plan:**   * Training in the investigation and reporting process and the organization’s policy and forms will follow the training matrix [**(Appendix C)**](file:///C:\Users\RUTVI\Documents\Appendix%20C-Training%20Matrix.xlsx)   **7. Record Keeping:**   * Records are kept as per the provincial record retention schedule [**(Appendix D)**](file:///C:\Users\RUTVI\Documents\Appendix%20D-Record%20Retention.pdf)   **8. References:**   * WSH Act (W210), Section 7.4(5) (I) * WSH Act (W210), Section 43(1)-43(3) * WSH Regulations (217/2006), Part 2.9(1)-2.9(3) * Safe Work, Guide for Developing a Workplace Health and Safety Program, Chapter 9 * Ethelinda Padua 2022, Documentation and Reporting, SAFE-1032 * Daryl Nielsen 2022, Safety, SAFE-1022 | |

**Logo

Description automatically generated**

|  |  |
| --- | --- |
| **Name of Procedure**:  Inspections  **Procedure Number:** #4 | **Policy # Reference:**  Policy #2 – Hazard Identification, Assessment and Control Policy |
| **Effective Date:**  March 30, 2023 | **Next Review Date:** Three years from the Effective Date or sooner, dependent on any changes in processes, work environment operations, and/or legislation. |
| **Approved Date:** | **Approved by:**  **(Manager/Supervisor)** |
| 1. **Applicability:**   * This procedure applies to all management, supervisors, safety and health committee, workers, contractors, and students.   **2. Rationale or background to procedure:**   * This procedure details the necessary steps to conduct a workplace inspection. Inspections are necessary to identify and control hazards and risks to the workplace and employees. * **Informal inspections** are done by workers/supervisors in a specific work area before starting work, These inspections, although informal, must be documented to identify hazards and correct hazards before they begin work. Prevention is key. * **Formal or Planned Inspections** is a planned, scheduled inspection of the workplace. Usually done by the WSH committee or an external party. Used to identify potential problems, improper work practices, and new hazards from a change in the workplace or workforce. * Inspections should be done regularly to find problems before they cause loss.   **3. Definitions:** See [Appendix A](file:///C:\Users\RUTVI\Documents\Appendix%20A-Definitions.doc)  **4. Responsibilities:**   * **Employer:** * Provide time, resources, and tools to ensure inspections are completed and hazards are corrected in a timely manner. * Review KPI reports to ensure the implemented policy and procedures are maintained and employees are made accountable. * **Manager:** * Ensure that inspections of the workplace and of work processes are done at regular intervals to identify risks to the safety and health of the workers and workplace. * Keeps records of all inspections. * Participate in WHC committee inspections. * Ensure all inspections are completed and are documented. * Retain records as per retention schedule. * Review inspection reports, implement corrective actions, and follow up to ensure corrective actions are effective. * **WSH Committee:** * Performs inspections at regular intervals of all areas with potential hazards. * Inspections shall be done before each WSH meeting and when a concern arises. * Keeps record of all inspections. * Discuss inspection at committee meetings and record in minutes. * Inspect after incidents, near misses, and right to refuse. * **Workers:** * Participate in an inspection by conducting pre-shift or work area inspection. * Comply with formal inspections. * Report any identified hazards or concerns to the supervisor/manager.   **5. Procedures:**   * In preparation for conducting an inspection, the individual responsible shall: * Check previous inspection records for remaining problems. * Examine any incident or accident records and the preventative measures implemented. * Examine any safety-related grievances. * If any particular equipment or hazardous materials need to be inspected or added to the form, do so after reading the Workplace Inspection & Hazard Identification form. * The individual responsible for conducting an inspection shall: * On the Workplace Inspection & Hazard Identification form, note any real or potentially dangerous situations or behaviours seen during the inspection. * If it is safe to do so, eliminate or remove any hazards found during the inspection, and note them on the Workplace Inspection & Hazard Identification form along with the corrective action that was done. * For any dangers seen, note the hazard class and category. When urgent corrective action is needed, speak with the area's immediate supervisor. (if applicable). * Examine any unfinished business from earlier inspection reports, then note the situation. * Speak with the personnel to learn about any potentially dangerous situations or activities they may be aware of. * Give managers and employees verbal feedback as necessary regarding effectively finished safety improvements. * The following steps shall be taken for reporting and follow-up purposes: * For each planned inspection, fill out a paper Workplace Inspection form. The section shall keep all management forms. Forms for WHS committee members must be delivered to a committee for retention. * If a hazard is found during the inspection, send a copy of the inspection report to the immediate supervisor (if appropriate) immediately or as soon as it is practical (within 72 hours). To ensure the hazard is documented centrally, the immediate supervisor must alert a WHS committee member as soon as they become aware of a hazard. * Members of the WHS committee are required to document all hazards in the central electronic log. * **Informal inspections don't have a set timetable because they happen whenever a supervisor goes through a workplace, spots a problem, and fixes it.**   **6. Training or Communication Plan:**   * WHS committee and workers shall be trained to fill out the inspection template [**(Form 3)**](file:///C:\Users\RUTVI\Documents\Form%203-General%20Inspection%20Template.docx) and conduct an inspection. * Communication techniques – during an inspection, it is necessary to communicate during an investigation to identify risk. * Hazard identification – having workers and supervisors able to identify hazards will help the investigator know where to investigate. * See [**Appendix C.**](file:///C:\Users\RUTVI\Documents\Appendix%20C-Training%20Matrix.xlsx)   **7. Record Keeping:**   * Records are kept as per the provincial record retention schedule (see [**Appendix D**](file:///C:\Users\RUTVI\Documents\Appendix%20D-Record%20Retention.pdf))   **8. References:**   * Manitoba Workplace Safety and Health Act, W210 * Manitoba Workplace Safety and Health Regulation, 217/2006 * Ethelinda Padua, Documentation and Reporting, SAFE-1032, 2022 * Guide for Developing a Workplace Safety and Health program, Safe Work Manitoba | |

**Logo

Description automatically generated**

|  |  |
| --- | --- |
| **Name of Procedure**: Hazard Reporting  **Procedure Number:** #5 | **Policy # Reference:**  Hazard Identification, Assessment and Control Policy |
| **Effective Date:**  March 30, 2023 | **Next Review Date:** Three years from the Effective Date or sooner, dependent on any changes in processes, work environment operations, and/or legislation. |
| **Approved Date:** | **Approved by:**  **(Manager/Supervisor)** |
| **1. Applicability:**   * This policy may apply to all the employees working in the organization and requires students (interns), visitors, and contractors to participate in the hazard reporting procedure.   **2. Rationale or background to procedure:**   * This hazard reporting procedure provides a guide to the employees so that each and everyone follow it as well as report the hazard present in the workplace because it is necessary to report hazard present in the workplace (as per the MB W210 Act), which leads to the implication of controlling action that eventually leads to healthy and safer working condition. * The organization’s objective for this hazard reporting procedure is to: * Report hazards that workers identify * Clear procedure consisting of steps that anyone can easily follow * Control hazards that are reported as soon as possible   **3. Definitions:**  See [Appendix A](file:///C:\Users\RUTVI\Documents\Appendix%20A-Definitions.doc)  **4. Responsibilities:**  **Employees:**   * Report to their supervisor the existence of hazards that they are aware of * Report to their supervisor any problem or defects in the equipment or devices * Comply with the rules and regulations of the workplace for reporting hazard   **Supervisor:**   * Complete a hazard report with the employee if they are unaware * Initiate the corrective actions to stop the unsafe act or condition * Follow up on the corrective actions to ensure that it is still in place   **Workplace safety and health committee:**   * Review the hazardous report and make appropriate recommendation * Assist the supervisor and consult with employees within the designated work group about hazard reporting and corrective actions.   **Students and visitors:**   * Report the hazard they found in the workplace to the supervisor and make appropriate recommendation actions * Aware workers also who are working with or surrounding the hazardous material   **Contractor:**   * Report any hazardous material to the supervisor * Motivate the worker working under their supervision to report any hazardous condition or material to them or the supervisor of the department   **5. Procedures:**  **If you are a worker:**   * Report hazards to your supervisor unless there is an immediate threat to life, safety, or environment, in which case it is necessary to call paramedics or 911. * Report the non-urgent hazards orally or in writing to your supervisor * For written reports, use e-mail or the hazard report form [**(Form 4)**](file:///C:\Users\RUTVI\Documents\Form%204-Hazard%20Identification%20Report%20Form.docx) * For hazards requiring immediate attention, provide immediate oral notice, followed by a written report when needed. * If the situation is resolved without your supervisor’s involvement, be sure to inform them about the hazard and action taken (if the area involved is under the supervisor’s direct responsibility) * If you are not satisfied with the supervisor’s follow-up, raise the matter again or ask your workplace safety and health committee for help: * Document your concern on the hazard report form * Workplace committee investigates and then recommends the best actions to the supervisor * The committee and supervisor should ensure that workers are informed about how the hazard has been resolved.   **If you are a supervisor:**   * Act on workers’ concerns about hazardous materials as soon as possible. Their action should be: * Set a timetable for resolving the concern * Resolve concern * Set and follow a schedule for resolving the concern, and assess the risk level of the hazard to decide exactly how hazardous that material is. For instance, high-level risk, then call for immediate action confirm that steps have been taken to resolve the concern * Schedule a time to discuss the concern with workers in more detail.   **6. Training or Communication Plan:**  See [**Appendix C**](file:///C:\Users\RUTVI\Documents\Appendix%20C-Training%20Matrix.xlsx)  **7. Record Keeping:**  See [**Appendix D**](file:///C:\Users\RUTVI\Documents\Appendix%20D-Record%20Retention.pdf)  **8. References:**   * Manitoba Workplace Safety and Health Act, W210 * Guide for Developing a Workplace Safety and Health program, Safe Work Manitoba | |