
HAZARD ASSESMENT POLICY

Hazard assessment is one of the most useful problem solving techniques that benefits the total worksite. To stay economically healthy, an organization has to be efficient by doing the right tasks the right way. It has to make the most of employee abilities, equipment, materials and environment. At the same time it has to protect people from harm so they can be productive.

Workers, supervisors and management alike have a stake in carrying out hazard assessments. It can mean the difference between a productive, safe workplace or an unproductive, unsafe one.

Accidents are costly and may cause serious injury even death; however most accidents are preventable because they are a result of an unchecked hazard. Before hazards can be controlled, they must be identified. Monitoring is an effective means of identifying hazards. Once hazards are identified, control measures can be implemented.

CDN Power Pac has designed the section of the H&S Management System to provide the knowledge and tools for conducting hazard assessments; both Job Hazard Analysis (JHA) and Field Level Hazard Assessments (FLHA). It will be the foundation for monitoring work site activities. When implemented, hazard assessments are an excellent method to identify and evaluate hazards.

CDN Power Pac has created a task list identifying different processes conducted on site. These task lists identifying hazards associated with the task and process are known as Formal Hazard Assessments or Job Hazard Analysis (JHA). A JHA is one of the two hazard assessment tools to be used, the two hazard forms that are used by CDN Power Pac are Job Hazard Analysis (JHA) and Field Level Hazard Assessment (FLHA).

The Job Hazard Analysis (JHA) is to be created for every task CPP conducts on site, and it must be written by the employees that perform the task. It may be used as a template for similar tasks conducted on site and can be amended or altered by CPP H&S as need be.

CPP utilizes the services of Site Docs Safety Documentation System for all of its' Health and Safety Documentation including filling out daily Field Level Hazard Assessments (FLHA).

All workers with CPP are registered with Site Docs and are required to fill out their own FLHA online form before commencing with work. The FLHA is then digitally signed by the worker and is time stamped. The FLHA can then be amended as fit through out the day and is time stamped after every re-assessment (if required).

The completed FLHA is stored in the company's Site Doc system and can be e-mailed to any and all respective personnel on the project.



Harold Kinsey

January 4, 2021

HAZARD ASSESSMENT COMPARISON CHART

- Basic hazard assessments are limited in the value they present
- Field Level Hazard Assessments empower field workers and are;
 - *Site and task specific*
 - *Real time*
 - *Cogitative tool*

	FEATURES	JHA	FLHA
J O B	Creates hazard awareness	YES	YES
	Training & Communication Tool	YES	YES
	Hazard & Control Inventory	YES	YES
	Develops Practices and Procedures	YES	YES
	Pre-job Planning	YES	YES
S I T E	Site & Environment Specific	NO	YES
	Real Time	NO	YES
	Captures New & Changing Hazards/Risks	NO	YES
	Task Specific Job Planning	NO	YES
	Encourages Active Risk Management	NO	YES
	Empowers Field Employees	NO	YES
	“Last Chance” Hazard Assessment	NO	YES
Makes Procedures Site Specific	NO	YES	

JOB HAZARD ANALYSIS (JHA) PROCEDURE

- I. Identify the task.
- II. Identify hazards relevant to the task.
- III. Determine the priority of the hazard by using the risk matrix.
- IV. Identify controls.
- V. Assign a competent¹ worker to implement the control by a specific date.
- VI. Ensure controls are effective through continuous monitoring.
- VII. If controls are not effective new controls must be identified.
- VIII. Repeat if changes are made to work processes or if conditions change.
- IX. **Review** JHA on a **yearly basis** to identify potentially missed hazards and to ensure procedures are accurate

FIELD LEVEL HAZARD ASSESSMENT (FLHA) PROCEDURE

- I. Consider the tasks that are being performed along with the workers involved.
- II. Identify hazards of each task by using the site-specific hazard assessment template.
- III. Determine the severity and probability of each hazard.
- IV. Identify controls.
- V. Specify the date the control is to be implemented and who is responsible for implementing those controls.

BENEFITS OF HAZARD ASSESMENT

The practice of applying hazard assessment in the work place has some worth while benefits. The entire operation benefits - CPP and workers alike. Some of the more obvious benefits are:

- more involvement of employees ;
- a safer work site ;
- fewer accidents (injuries) ;
- less down time (increased production) ;
- less investigation time (interviews, looking for clues) ;
- more respect from employees.

JHA RISK MATRIX

CDN Power Pac understands the importance of the job hazard analysis considered the formal hazard procedure. One of the most important parts of the JHA is being able to understand the severity and probability of the hazards, by doing this workers are able to understand which hazards need to be addressed first. Below is CDN Power Pac's Risk Matrix which will help workers understand which hazards need to be mitigated first.

		Severity		
		VERY LIKELY	LIKELY	UNLIKELY
P r o b a b i l i t y	HIGH	1	1	2
	MEDIUM	1	2	3
	LOW	2	3	3

Risk Rating	Risk Rank
Low Risk	3
Medium Risk	2
High Risk	1

JOB HAZARD ANALYSIS

JOB HAZARD ANALYSIS

Job Hazard Analysis															
DATE	CREATED BY CPP Health & Safety														
JHA #	SITE SUPERVISOR														
000															
TASK: COVID-19 Awareness	PROJECT/LOCATION:														
<p>OBJECTIVE: Every employer shall ensure, as far as reasonably practicable for the employer to do so, the health and safety of the workers engaged in the work of that employer, and those worker's not engaged in the work of that employer but present at the work site at which that work is being carried out, and that the workers engaged in the work of that employer are aware of their responsibilities and duties under the applicable OH&S legislation.</p>															
JHA PREREQUISITES Site Orientation and CPP Orientations. Supervisor to review JHA with workers involved with specific task. Worker participation encouraged in JHA review. Use Job Hazard Analysis Development Worksheet (attached) for task specific comments not covered by this JHA. Review all other task specific JHAs, required to complete work scope.	SITE EMERGENCY RESPONSE If an emergency develops in your area requiring emergency response team do the following: Do not panic; Stay calm. If necessary; vacate the area and go to the nearest phone or radio to call for help. 911 - by site phone Site Emergency #: Radio Channel: Use the radio to contact Area/Plant Operations as documented on the permit Superintendent: HSE Advisor:	PROBABILITY	SEVERITY												
JHA REVIEW CONDITIONS Any changes in the work scope or additional tasks must be reflected and updated in this document. All crew members must review JHA before working on associated tasks. Job supervisor is responsible for communicating this document with all crew members.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">Very Likely</td> <td style="width: 25%; text-align: center;">Likely</td> <td style="width: 25%; text-align: center;">Unlikely</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> </tr> </table>	Very Likely	Likely	Unlikely	1	2	3	1	2	3	2	3	3	<p>The intersection of PROBABILITY and SEVERITY in the chart above equals the Risk Code (RC).</p> <p>RC 1 - STOP and determine alternative solutions and additional controls. Do NOT proceed with these tasks, unless the risk can be brought to the lowest achievable level. You have the DUTY to refuse unsafe work. Controls must be in place to mitigate hazards to a Risk Ranking of 3.</p> <p>RC 2 - Requires appropriate action through the introduction of controls frequently in the form of written safe work practices and/or job procedures and the use of standard PPE. Controls must be in place to mitigate hazards to a Risk Ranking of 3.</p> <p>RC 3 - Proceed with caution.</p>
Very Likely	Likely	Unlikely													
1	2	3													
1	2	3													
2	3	3													
GENERAL CONSIDERATIONS AND EXPECTATIONS: No worker shall work alone. 20/20/20 rule to be used: Every 20 min, take 20 seconds to look 20 feet around you for additional hazards or changes to environment		<p>WORK PERMIT REQUIRED FOR TASK: Confirm safe work permit requirements and signatures as required.</p>													
MINIMUM PPE FOR ALL TASKS IN THIS JHA Approved CSA footwear, approved safety eyewear, task appropriate gloves, Hard Hat of type 1 class E, approved ear protection, Hi-Visibility stripes or vest		<p>FIELD LEVEL HAZARD ASSESSMENT: Should a concern arise while performing this task (STOP) and perform a simple risk assessment- BRAKE! What could go wrong? -How likely is it to happen? How could it affect me or others? -What can I do prior?</p>													
TOOLS/EQUIPMENT/MANPOWER: Pertains to all levels of workers. May require face masks, sanitization materials, face shields															

JOB HAZARD ANALYSIS

SEQUENCE OF SPECIFIC JOB STEPS/TASKS:	HAZARD/POTENTIAL HAZARDS	RISK RANKING	RECOMMENDED HAZARD CONTROLS/SAFE JOB PROCEDURES
<ul style="list-style-type: none"> Coming to work fit for duty, without symptoms of COVID-19 	<ul style="list-style-type: none"> Potentially exposing other workers to illness 	1	<ul style="list-style-type: none"> Complete online Alberta Health Services COVID-19 self-assessment Stay home if any symptoms are present Worker MUST call CPP site supervisor and inform of feeling illness and experiencing symptoms and if necessary, self-isolate and maintain social distancing
<ul style="list-style-type: none"> Maintaining Physical/Social distancing (2m/6ft) while driving with coworkers/passengers 	<ul style="list-style-type: none"> Prolonged proximity can increase chance of virus transfer with asymptomatic people 	1	<ul style="list-style-type: none"> When driving, limit the number of occupants in vehicle to achieve Physical/Social distance protocols Workers may not transport other workers in their personal vehicle if the workers are not living in the same residence or a part of each other's co-family group. Where Physical/Social distancing cannot be maintained in a vehicle, suitable face coverings must be worn Suitable face coverings are considered any face coverings that adhere to the current guidelines from AHS Hand sanitizer and disinfectant spray or wipes must be in each company vehicle. Ensure hand hygiene guidelines, and prior to entering, driving and exiting the vehicle. Disinfect potential touch services, around driver and passenger seating prior to and after use of shared vehicles. If possible try to eliminate the use of multi passenger use in vehicles Vehicles windows should be open to a point that allows air flow but not to cause turbulent flow within the vehicle

JOB HAZARD ANALYSIS		
<ul style="list-style-type: none"> General site tasks 	<ul style="list-style-type: none"> Prolonged proximity can increase chance of virus transfer with asymptomatic people with shared tools and/or equipment 	<ul style="list-style-type: none"> Supervision and workers must evaluate each work area as a part of the FLHA to ensure all workers are maintaining a 2m/6ft distance between each other, with limited work grouping and workers spread out where practical Ensure ladders, tools and other equipment that may be shared, are regularly cleaned and sanitized Heavy equipment use shall be limited to one dedicated user per cockpit. Ensure cleaning materials are available to sanitize and disinfect all common touch areas AWP's must be evaluated on a case by case basis to limit workers from encroaching on the 2m/6ft physical/social distancing protocols. If workers are working under the 2m/6ft guidelines, then appropriate face coverings are required. Cleaning materials shall be available on AWP's to disinfect and sanitize after use In ALL cases where physical/social distancing cannot be maintained, appropriate face coverings shall be used Face coverings such as cloth, paper masks DO NOT replace the use of half/full face respirators or N95 masks if they are required
<ul style="list-style-type: none"> Enclosed spaces 	<ul style="list-style-type: none"> Prolonged proximity can increase chance of virus transfer with asymptomatic people in an enclosed area such as site trailers, lunchrooms, hoardings etc. 	<ul style="list-style-type: none"> Eliminate enclosed spaces where possible Maintain physical/social distancing (2m/6ft) Utilize appropriate physical/social distancing PPE where physical/social distancing cannot be maintained, eg. Cloth face mask/Paper face mask/Respirators/Face shield Maintain natural ventilation or evaluate mechanical ventilation
<ul style="list-style-type: none"> Mass gatherings (meetings, toolbox talks, breaks, lunches, etc.) 	<ul style="list-style-type: none"> Prolonged proximity can increase chance of virus transfer with asymptomatic people, especially in large gatherings 	<ul style="list-style-type: none"> All mass gatherings shall not exceed the current number of people that has been directed by AHS, as this number periodically can change Observe physical/social distancing (2m/6ft) Limit groups of workers that may congregate for; orientations, lunches, smoking areas, tool cribs and any other such area Prevent workers from gathering in hallways, project entrances and exits, stairways, washroom facilities etc. Restrict access to jobsite trailer offices Ensure physical/social distance posters/signage is up in common areas

JOB HAZARD ANALYSIS		
<ul style="list-style-type: none"> Office work, office meetings 	<ul style="list-style-type: none"> Prolonged proximity can increase chance of virus transfer with asymptomatic people 	<ul style="list-style-type: none"> Assess the ability to work from home Reduce, cancel, or conduct online meetings. If this cannot be done, limit number of workers inside meeting area Disinfect work area when you leave and return Disinfect meeting room areas immediately after use Maintain physical/social distancing at the work area If a worker suddenly BECOMES ill they are immediately required to go home and take a AHS online assessment The ill worker's area if at all possible, will not be touched until it can be confirmed the worker has contacted COVID-19. If the area must be accessed than the person that accesses the area needs to wear gloves and a face covering and must disinfect any items coming out of the area and themselves as well. Workers that fall into the category of high risk at contracting COVID-19 are strongly advised to work from home Social distancing, Mental Health help, Handwashing and Hygiene posters and signage shall be placed throughout all common areas for worker information
2	2	2
<ul style="list-style-type: none"> Emergency Response 	<ul style="list-style-type: none"> Difficulty maintaining physical/social distance rule at muster points or situation involving First-Aid assistance 	<ul style="list-style-type: none"> First aiders on site crew must be identified prior to work starting and stated on their FLHA Latex gloves, face mask and shield must be available in the work area in case of a incident involving first-aid If possible, before any first aid is administered, verify the victim is not experiencing any COVID-19 symptoms If medical assistance is required, maintain physical/social distancing in transporting injured worker to medical facility, or if waiting for an ambulance. If physical/social distancing cannot be maintained than COVID-19 PPE consisting of latex gloves, face covering must be worn
2	2	2
<ul style="list-style-type: none"> Severe weather conditions 	<ul style="list-style-type: none"> Difficulty maintaining physical/social distance rule while required to take shelter during a severe weather event 	<ul style="list-style-type: none"> Adhere to all severe weather policies and procedures If required to take shelter in a severe weather incident, the social/physical distancing rule may be overridden if social/physical distancing cannot be done in a safe manner If available face coverings should be advised to be worn while taking shelter provided it is safe to do so
2	2	2

JOB HAZARD ANALYSIS

JHA “JOB HAZARD ANALYSIS” - SIGN IN SHEET

Safety Acknowledgement: *By signing below I acknowledge the content of this JHA to be thoroughly reviewed, fully understood, and dutifully accept the responsibility of keeping myself and co-workers safe while performing each task.*

Name (Print)	Signature	Position



Supervisor (Name): _____ Signature: _____

FIELD LEVEL HAZARD ASSESSMENT FORM



CDN. Power Pac
 11680-266 St, Acheson, Alberta T7X6H2
 780-452-0467

Field Level Hazard Assessment

Label Darryl Johnson
 Edmonton Law Courts
 Friday, March 5th 2021, 5:08 PM (MST -07:00)

Project.

Job Task. *Installing devices*
 Site Location. *Etc*
 Muster Point. *South ramp*
 Supervisor. *Shawn guyett*

Pre-Task.

- Obtained and reviewed required signed permits.
- Hazards from adjacent work identified & controlled.
- N/A Confined Space Procedures Implemented.
- Work scope fully understood.
- N/A Job Hazard Analysis (JHA) for tasks have been reviewed and signed.
- N/A Working alone requirements met (based on task, policy, legislation)

Comments:

No comments

PPE.

- COVID required PPE is clean and worn.
- Mandatory site PPE is worn.
- PPE is in good condition.
- N/A Fall Protection required.
- N/A ARC Flash protection required.
- N/A Other Specialized PPE required.

Comments:

No comments

Emergency Preparedness.

- First-Aiders and correct size kit(s) are identified & posted.
- Eyewash station/ Shower location known.

- Muster Point location(s) known.
- Evacuation procedures known.
- ABC Fire Extinguisher is readily available.

Comments:

No comments

Exposure & Environment.

- Air quality and dust control good.
- WHMIS / SDS readily available.
- Noise & Vibration control good.
- Spill prevention & containment available.
- N/A Traffic / Public management.
- Waste Containment & Recycling available.

Comments:

No comments

Ergonomics.

- Use correct body positioning.
- Over extension.
- Prolonged twisting/repetitive/bending motion.
- Working in tight area.
- Heavy / awkward lift.
- Line of fire identified.
- Working above head.
- Communication & Eye Contact with others in task area.

Comments:

No comments

Tools & Equipment (Modified Tools must be approved).

- Proper tools for job.
- Tools inspected prior to use.
- Worker competent to use tools.
- N/A Equipment / vehicle spotter required.
- N/A Worker using conduit bender is knowledgeable and competent.

Comments:

No comments

Overhead Hazards.

- N/A Barricades & Signs in place.
- N/A Harness / lanyard inspected.
- N/A 100% tie-off. Harness & anchor points identified.
- N/A Falling objects possible.
- N/A Powerlines present.

N/A Hoisting or moving overhead loads.

Comments:

No comments

Working at Heights & Fall Protection

Fall Protection PPE inspected and good.

Fall Rescue Plan complete and current.

N/A Ladder in good working condition. (DO NOT use Top 2 Rungs)

N/A Correct ladder for task and ladder is secured.

N/A AWP work required

AWP certification up to date for user(s)

Comments:

No comments

General Electrical Tasks.

Appropriate light levels.

Working on or near Energized Equipment.

N/A Review LOTO procedures

N/A Test before touch and ensure equipment & cabling de-energized

N/A Equipment lock-out / isolation confirmed.

Electrical cords in good condition & out of way.

N/A Hot work or electrical permit required.

N/A Terminations are installed correctly, labeled and safe from energization

N/A Cables that are pulled are correctly sized, pre pull review, cable meets CEC

Comments:

No comments

Lifting & Rigging.

Housekeeping.

Slip & tripping hazards mitigated.

Hoses/Cords/Conduit out of way.

Clear access / egress.

Tools / material placement not in way.

Hole coverings identified.

Comments:

No comments

Close Out

YES NO N/A Are all permits closed out ?

YES NO N/A Area has been cleaned up at end of job/shift ?

YES **NO** N/A Are any hazards remaining ?

If YES explain.

No comments

YES NO N/A Were there any incidents / injuries ?

If YES, explain.

No comments

Supervisor reviewed.

Additional Information & Comments.

No comments

Darryl Johnson, Journeyman

March 5th 2021, 5:08 PM (MST -07:00)

