

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



Yukon Workers'  
Compensation  
Health and  
Safety Board

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This handbook is current to May 2021. The law is constantly changing with new legislation, amendments to existing legislation, and decisions from the courts. It is important that you keep up with these changes and keep yourself informed of the current law.

This handbook is for general information only and may be applicable to assist in conducting worksite hazard assessments. However, it is critical that you evaluate your own unique circumstances to ensure your hazard assessments accurately reflect the nature of your worksite(s). It is recommended you consult relevant professionals (for example health and safety professionals and specialists) to assist in the development of your hazard assessment.

*Note: the Occupational Health and Safety Regulations marked with an asterisk (\*) in this handbook come into effect September 4, 2021.*

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Title: Hazard Assessment and Control: a handbook for Yukon employers and workers

Asset ID: ART-0147

Version: 01.00

Date of publication: May 2021

URL: [wcb.yk.ca/hazardassessment](http://wcb.yk.ca/hazardassessment)



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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 management system.**

**In workplace health and safety, the names used for types/levels of hazard identification and risk management vary. You may have a form that does the same job but has a different name.**

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 policy, procedures, worker training, inspections, emergency response plans and other prevention programming and activities specific to the hazards at their worksites.

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

**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.**

Yukon's legislated occupational health and safety 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. **Not all requirements under the *Occupational Health and Safety Act* and the Regulations 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 worksite parties (for example, contractors) must know what the workplace hazards are in order to address them.

A **hazard** is a thing or condition that may expose a person to a risk of injury including violence or harassment.

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



manual material  
handling



slips, trips  
and falls



working alone



workplace harassment



hazardous  
chemicals

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



back injury



broken arm



medical  
emergency



absenteeism



chemical burn

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.



use  
mechanical  
lift



keep floors  
clean and dry



provide  
communication device



provide  
respectful  
workplace  
training



wear  
protective  
gloves



## Overview

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Hazard assessments are a core part of every health and safety management system. 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 worksite(s).

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



Every employer must conduct hazard assessments in accordance with this section and in relation to each of the employer's workplaces, in order to identify existing and potential hazards in the workplace and to determine the extent of the risk of injury arising from those hazards.

***Occupational Health and Safety Regulations, Part 1, section 1.03.01(1)\****

\*Comes into effect September 4, 2021.

## 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 Yukon Workers' Compensation Health and Safety Board (YWCHSB). Fewer 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?

Hazard assessments are formal assessments of a workplace that catalogue the hazards and are required in Part 1 sections 1.03.01(1)\* and 1.04 of the Regulations.

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 require time to complete.

Some workplaces also do something called a site-specific hazard assessment. **Site-specific hazard assessments (also known as field-level assessments)** are used to address hazards that show up because of changing circumstances at a worksite. 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 or field-level hazard assessments is provided at the end of this handbook as an appendix. See p. 31.

Job hazard analysis (JHA) is another type of hazard assessment which looks closer at the steps of a specific task performed at a worksite. The hazards, and ways to eliminate or protect from those hazards, are documented for each step. Once a JHA is completed all the information needed for a worksite-specific safe work procedure is available.

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



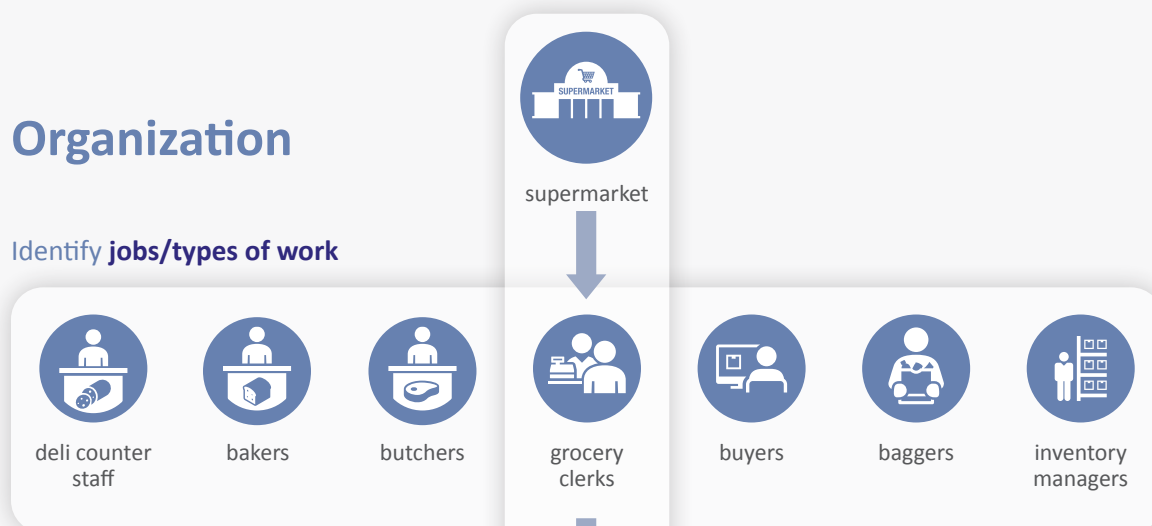
# Formal hazard assessments

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 possible to eliminate the hazard, instead develop, implement and monitor related 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.

## Organization

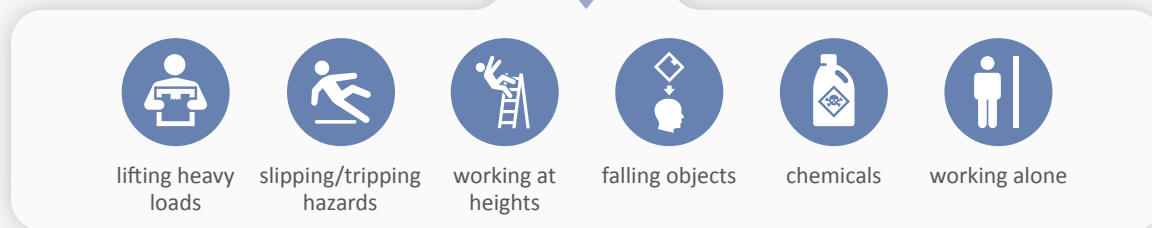
### Identify **jobs/types of work**



### Identify **tasks** for each job/type of work



### Identify **possible hazards** for each task



### 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.

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 joint health and safety committee or health and safety 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 health and safety representatives

Joint health and safety committees (JHSC) and health and safety representatives (HS representatives) support your workers' right to participate in workplace health and safety discussions and decision-making.

JHSCs and worker HS representatives promote awareness, interest, understanding and co-operation, and are an important part of an organization's internal responsibility system.

To determine if your organization is required to have a JHSC or worker HS representative, and to learn more about their roles, see sections 12 and 13 of the *Occupational Health and Safety Act*.



# When should you do a formal hazard assessment?

**Start the formal hazard assessment early** when planning the workplace, workplace activities, or the development of your organization's health and safety system. Hazard assessments need to be done on a regular basis, before your business is up and running, and as you make changes. If you haven't done a hazard assessment yet, now is the time to start. Think about the consequences of failing to control risks and harming your workers and others through your business activities.



Every employer must conduct hazard assessments in relation to each of the employer's workplaces, in order to identify existing and potential hazards in the workplace and to determine the extent of the risk of injury arising from those hazards.

***Occupational Health and Safety Regulations, Part 1, section 1.03.01(1)\****

\*Comes into effect September 4, 2021.

A formal hazard assessment is the basis for the organization's entire health and safety prevention efforts. It outlines the hazards and points to the necessary control measures. This information can be helpful if you need to develop things such as worker training, emergency response planning and worksite 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 worksites are constructed and/or equipment, processes or tasks are introduced), additional hazard assessments are required.



Hazard assessments under this section must be conducted

- (a) as frequently as is required to prevent the development of hazards;
- (b) as soon as is practicable after a significant change occurs in any of the following:
  - (i) the location or circumstances in which work takes place in the workplace,
  - (ii) the interactions that occur in the course of the performance of work in the workplace,
  - (iii) the physical location or layout of the workplace;
- (c) as soon as is practicable after an employer becomes aware of an incident or injury in the workplace involving a hazard that was identified when a previous hazard assessment was conducted; or
- (d) when ordered to be conducted by a safety officer.

***Occupational Health and Safety Regulations, Part 1, section 1.03.01(4)\****

\*Comes into effect September 4, 2021.



## 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 legislated occupational health and safety requirements, it is recommended **the date is 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.

## 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 their team members' experience and skill level, as well as the work processes under review.

The template on p. 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 pp. 25 to 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:





### 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

- Are tools and equipment appropriate for the task?
- Is the equipment properly installed?
- Is the equipment properly maintained?
- Are manufacturers' operating instructions being followed?



#### Materials

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



#### Environment

- Where is your worksite (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 (PSI) reports), equipment, preventive maintenance records, first aid logs and inspections can all be used to update hazard assessments on an ongoing basis.

### 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



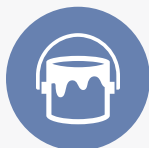
battery acid



vapour  
(spray paint)



hazardous  
merchandise



maintenance  
products



fumes



gases  
(carbon monoxide)



by-products/  
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.

### 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:

All reasonable precautions shall be taken, and measures implemented, to prevent occupational injuries and diseases to workers by:

- (a) eliminating hazards where possible,
- (b) controlling hazards through engineering and administrative procedures,
- (c) developing safe work procedures, and
- (d) providing the information, training and personal protective equipment where it is not possible to eliminate or control the hazards.

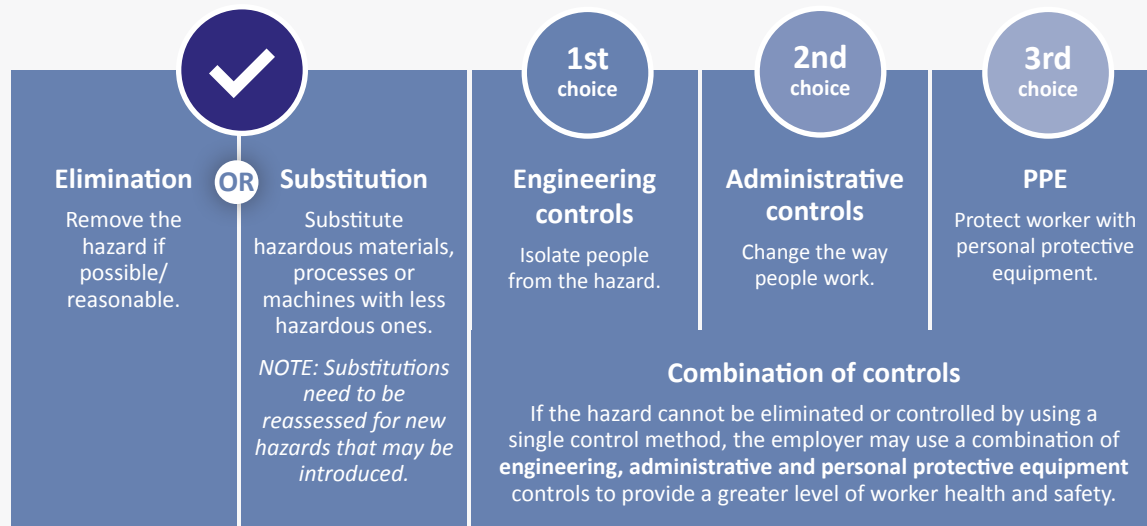
***Occupational Health and Safety Regulations, Part 1, section 1.04***

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. Section 1.04 of the *Occupational Health and Safety Regulations* outlines the hierarchy of controls to follow. This is broken down further on the next page.



### 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.



install physical barriers to protect those working alone



use equipment guards



use a forklift to lift heavy loads



ensure proper ventilation

### 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.

It is important to keep in mind that if engineering controls are needed, administrative controls such as maintenance and training will likely be needed as well.



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

Using personal protective equipment (PPE) is another important control to protect workers.

Please note that PPE is only effective if used properly, so training is required to keep workers safe.

PPE is the last line of defence and always used in conjunction with other controls, never on its own. For example: when a health care worker is transferring a patient they may use a lifting device (which comes with maintenance and training), undergo ergonomics training and use traction footwear and a face mask.

Another example is when a worker is using grinding equipment, they can suffer serious injury from unguarded moving parts of the machinery or sustain cuts, abrasions on sharp edges, burns or eye injuries. The grinding equipment should be adequately maintained, guarded and not left unattended while in operation. Operators need to be properly trained to use the equipment. They should wear hearing protection, safety goggles and appropriate safety footwear to mitigate further risks.



wear approved  
footwear



wear safety  
glasses



wear respirators



wear protective  
gloves



wear reflective  
vests





## Formal hazard assessments

Personal protective equipment can only be effective if workers use it properly. For this reason, **employers must provide thorough and proper training** related to its use, care and limitations.



An employer must ensure that workers who may be required to use personal protective equipment are competent in the application, care, use, maintenance and limitations of the equipment.

*Occupational Health and Safety Regulations, Part 1, sections 1.10 and 1.11*

If personal protective equipment is required for any tasks in your workplace, your hazard assessment and control record and/or safe work procedures must say so. These health and safety documents must also spell out the organization's process for training and monitoring its use.

## Emergency response plan

The hazard assessment is also useful when putting together an emergency response plan—an important part of your health and safety program. An emergency response plan lays out procedures for handling sudden or unexpected situations, with the objective of preventing fatalities and injuries, reducing physical damage and returning to normal operations as soon as possible.

For instance, during the hazard assessment you may discover unrecognized hazardous conditions that could aggravate an emergency situation, therefore you can put procedures in place to eliminate them. The planning process may identify deficiencies, such as the lack of resources (equipment, trained personnel, supplies), or procedures that can be corrected before an emergency occurs. In addition, an emergency plan promotes safety awareness and shows the organization's commitment to the safety of workers.

STEP

5

## Implement the selected controls.

Once you've identified the hazards and selected the best 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 can be established (an engineering control) 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 from the hazards at their workplace. It is the employer's responsibility to ensure the workers are knowledgeable about the hazards at their workplaces and how to protect themselves.

## Share the results at the worksite

Make sure all affected workers are aware of and understand the hazards and follow or use the controls.

The methods used to communicate the information to the workers will depend on your organization. Some effective methods may include:

- 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/HS representative, newsletters, intranet forums)



### 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 worksite.

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) as frequently as is required to prevent the development of hazards;
- (b) as soon as is practicable after a significant change occurs in any of the following:
  - (i) the location or circumstances in which work takes place in the workplace,
  - (ii) the interactions that occur in the course of the performance of work in the workplace,
  - (iii) the physical location or layout of the workplace;
- (c) as soon as is practicable after an employer becomes aware of an incident or injury in the workplace involving a hazard that was identified when a previous hazard assessment was conducted; or
- (d) when ordered to be conducted by a safety officer.

***Occupational Health and Safety Regulations, Part 1, section 1.03.01(4)\****

\*Comes into effect September 4, 2021.

## Make sure to put the date on it.

You will want to retain up-to-date hazard assessments for the record.



### Formal hazard assessment and control (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> (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>
		Elimination: Eng: Admin: PPE:	
		Elimination: Eng: Admin: PPE:	
		Elimination: Eng: Admin: PPE:	
		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 worksite. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. YWCHSB, 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 (sample form #1)

<b>Job/position/work type:</b> Volunteer canvasser			<b>Date of assessment:</b> March 23, 2020
<b>Assessment performed by (names):</b> Amy Stolz, Mgr Operations; Deb Lefevre, Volunteer Coordinator; Kate Burdett, Admin. Assistant; Manny Bridges, Health and Safety Committee member			<b>Reviewed/revised:</b>
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	<b>Elimination:</b> Postpone to avoid snow storms and other extreme weather <b>Eng:</b> Confirm vehicle maintenance, wiper fluid and winter tires <b>Admin:</b> Schedule campaign for late spring; consult road report; follow organization's safe work practices on journey management	April 3, 2020
Canvassing door-to-door	Slippery surfaces	<b>Admin:</b> Volunteer orientation training (video) and policy to reinforce the use of sidewalks and handrails where available <b>PPE:</b> Wear non-slip footwear	April 29, 2020
	Robbery	<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	April 3, 2020
	Angry residents	<b>Admin:</b> Clear identification of volunteer role and organization; policy to avoid knocking on doors with "No Soliciting" signage; policy to refrain from entering homes; canvassers should always be visible from roadway	April 3, 2020
	Working alone	<b>Elimination:</b> Require canvassers to go out in pairs <b>Admin:</b> Confirm cellphone working and fully charged before start of shift and emergency contact phone numbers <b>PPE:</b> Personal security alarm	April 3, 2020

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 worksite. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. YWCHSB, 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 (sample form #2)

<b>Job/position/work type:</b> Administration/office work			<b>Date of assessment:</b> February 15, 2020
<b>Assessment performed by (names):</b> Courtney Miller, Branch Manager; Jay Parsons, Sr. Accountant; Mark Phillips, Engineer/Health and Safety Representative			<b>Reviewed/revised:</b>
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	April 19, 2020
	Glare from monitor	<b>Eng:</b> Anti-glare screens or monitors	April 20, 2020
Photocopying, faxing, stapling, hole punching	Repetitive motion	<b>Admin:</b> Take breaks as necessary	February 20, 2020
Refilling toners	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, 2020
Filing	Awkward positions	<b>Admin:</b> Use stool; take breaks to stretch if required	February 20, 2020
	Struck by/crushed	<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 21, 2020
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 20, 2020

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

<b>Job/position/work type:</b> Gas station attendant			<b>Date of assessment:</b> February 17, 2020
<b>Assessment performed by (names):</b> Drake Wilde, Owner; Jay Derrington, Attendant; Matt Jordan, Attendant/Health and Safety Representative			<b>Reviewed/ revised:</b>
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
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 worksite; 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, 2020
	Working alone	<b>Admin:</b> Worker training in working alone procedures; clear sightlines; after-hours check-in schedule <b>PPE:</b> Personal emergency transmitter	April 29, 2020
Washroom maintenance	Exposure to chemicals/ bio-hazards	<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 8, 2020
Stocking items on shelves	Manual handling of materials	<b>Admin:</b> Standard operating procedures for materials handling; safe-lifting training	April 29, 2020

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

<b>Job/position/work type:</b> Shipper/Receiver			<b>Date of assessment:</b> January 17, 2020
<b>Assessment performed by</b> (names): Johannes Wolfrum, Warehouse Manager; Boris Phelps, Shipper/Receiver; Randy Smith, Inventory Control Clerk/Health and Safety Representative			<b>Reviewed/revised:</b>
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/baler	Contact with moving parts	<b>Eng:</b> Equipment safeguards in place as per manufacturer's specifications <b>Admin:</b> Standard operating procedures for safe use of equipment	February 19, 2020
	Crushing/cutting	<b>Eng:</b> Emergency shutdown switch; alarm <b>Admin:</b> Worker training <b>PPE:</b> Steel-toed footwear; protective gloves	March 9, 2020
	Loud noises	<b>PPE:</b> Hearing protection	March 23, 2020
	Mechanical failure	<b>Admin:</b> Pre-use inspection; preventative maintenance policy	February 19, 2020
	Repetitive motion	<b>Eng:</b> Ergonomic design of processing area <b>Admin:</b> Training in safe lifting; scheduled breaks; job rotation	March 6, 2020
Operating forklift	Contact with moving equipment	<b>Eng:</b> Backup alarm <b>Admin:</b> Operator safety training	February 19, 2020
	Static posture	<b>Eng:</b> Adjustable cab ergonomics <b>Admin:</b> Scheduled breaks; job rotation	May 13, 2020

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

<b>Job/position/work type:</b> Grocery/Back Room Attendant			<b>Date of assessment:</b> January 13, 2020
<b>Assessment performed by (names):</b> Mary Miller, Supervisor; Jessica Hill, Back Room Attendant; Nirmal Sharma, Stockperson/Health and Safety Representative			<b>Reviewed/revised:</b>
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
Receiving	Unstable load/falling product	<b>Admin:</b> Worker to assess load for stability. If unstable to move, unload by hand until stable enough to move <b>PPE:</b> Worker to wear steel-toed boots	March 16, 2020
	Trailer shift or trailer movement	<b>Admin:</b> Follow safe work practice: lock trailer to loading gate	April 3, 2020
Stacking/storing overstock onto racking system	Product falling off racking from heights	<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	February 28, 2020
Stacking/storing overstock in coolers and freezers	Wet/slippery floors	<b>Elimination:</b> Clean-up floors using proper clean-up procedures <b>PPE:</b> Workers to wear slip-resistant steel-toed boots	March 16, 2020
	Working in cold	<b>PPE:</b> Wear appropriate cold-weather gear	March 16, 2020

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

<b>Job/position/work type:</b> Vacuum Truck Operator/Swamper			<b>Date of assessment:</b> December 16, 2020
<b>Assessment performed by</b> (names): Gordon Carr, Owner/Operator; Neil Skinner, Operator Trainee; Christian Avery, Health and Safety Coordinator/Representative			<b>Reviewed/revised:</b>
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 company Safe Work Practice 001 - Controlled zone for pre-trip inspection (use of pylons) <b>PPE:</b> Reflective vest	January 23, 2020
	Awkward access points	<b>Eng:</b> Engine bonnet designed to stay in open position with hydraulic rams in place <b>Admin:</b> Company Driver Training Module 11 covers hazards associated with pre-trip inspection <b>PPE:</b> Coveralls, work gloves, work boots, hard-surface bump-hat	January 23, 2020
	Exposure to chemicals, fluids	<b>Admin:</b> Company 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	January 23, 2020
	Icy or slick access points and work steps	<b>Admin:</b> 3-point contact entry and exit of vehicle (company Driver Training Module 11)	January 23, 2020
Travel to site	Adverse weather conditions	<b>Admin:</b> Consult road report; follow company Safe Work Practice 003 - Journey Management	January 23, 2020

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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 worksite.
- Site-specific hazard assessments check for hazards at a site before work starts and when conditions change or non-routine work is added. When workers travel to different worksites 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 the 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 worksite (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 worksite



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 worksite environment, and the experience and skill levels of those who are working on site. Typically, the 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 worksites where the work environment itself is subject to change due to changing conditions. Shifts 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 worksite 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 worksite 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 worksite 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)



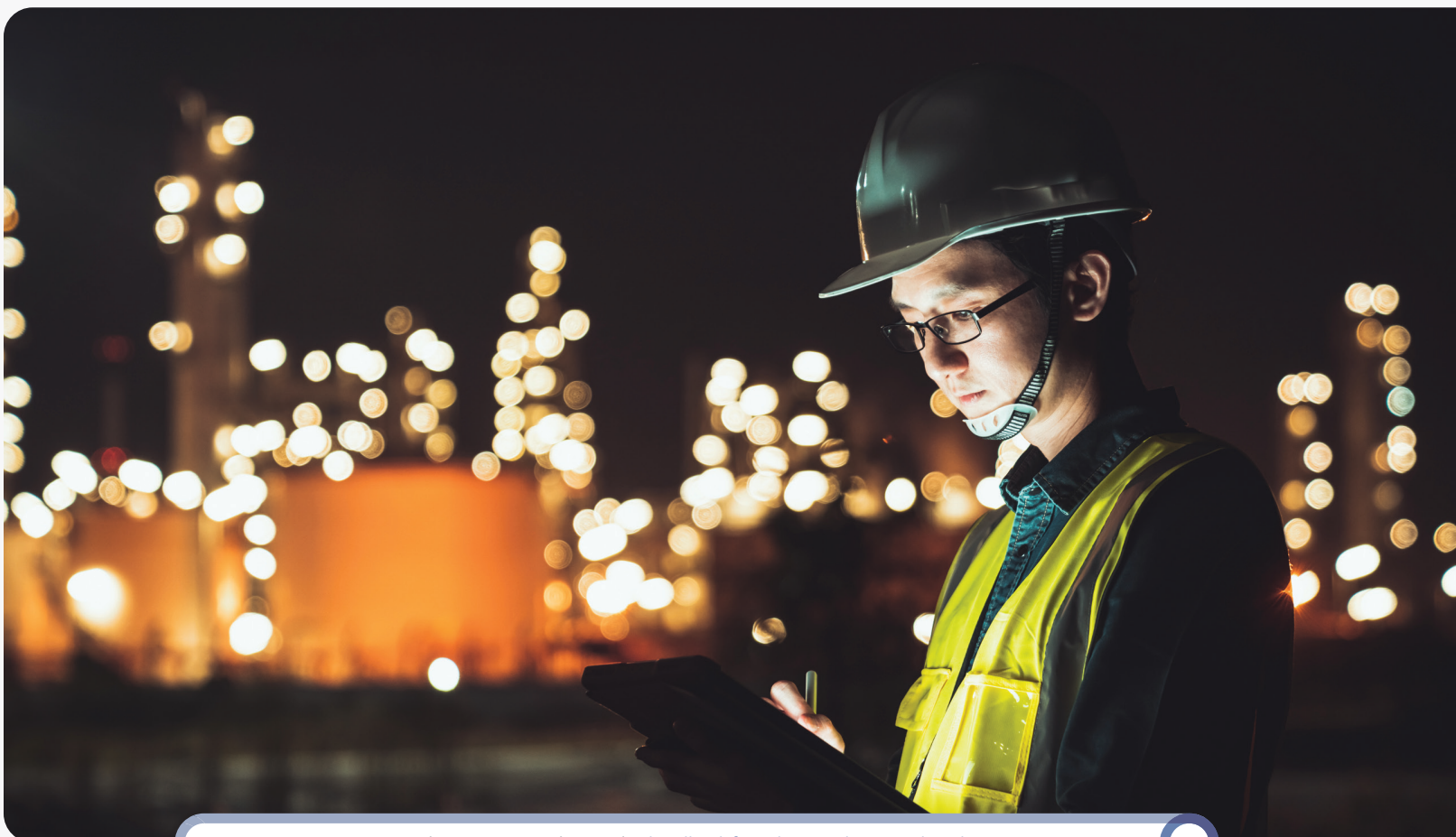
extreme temperatures



poor lighting



missing controls





### Materials

Think about the **materials** being used at the worksite, 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.



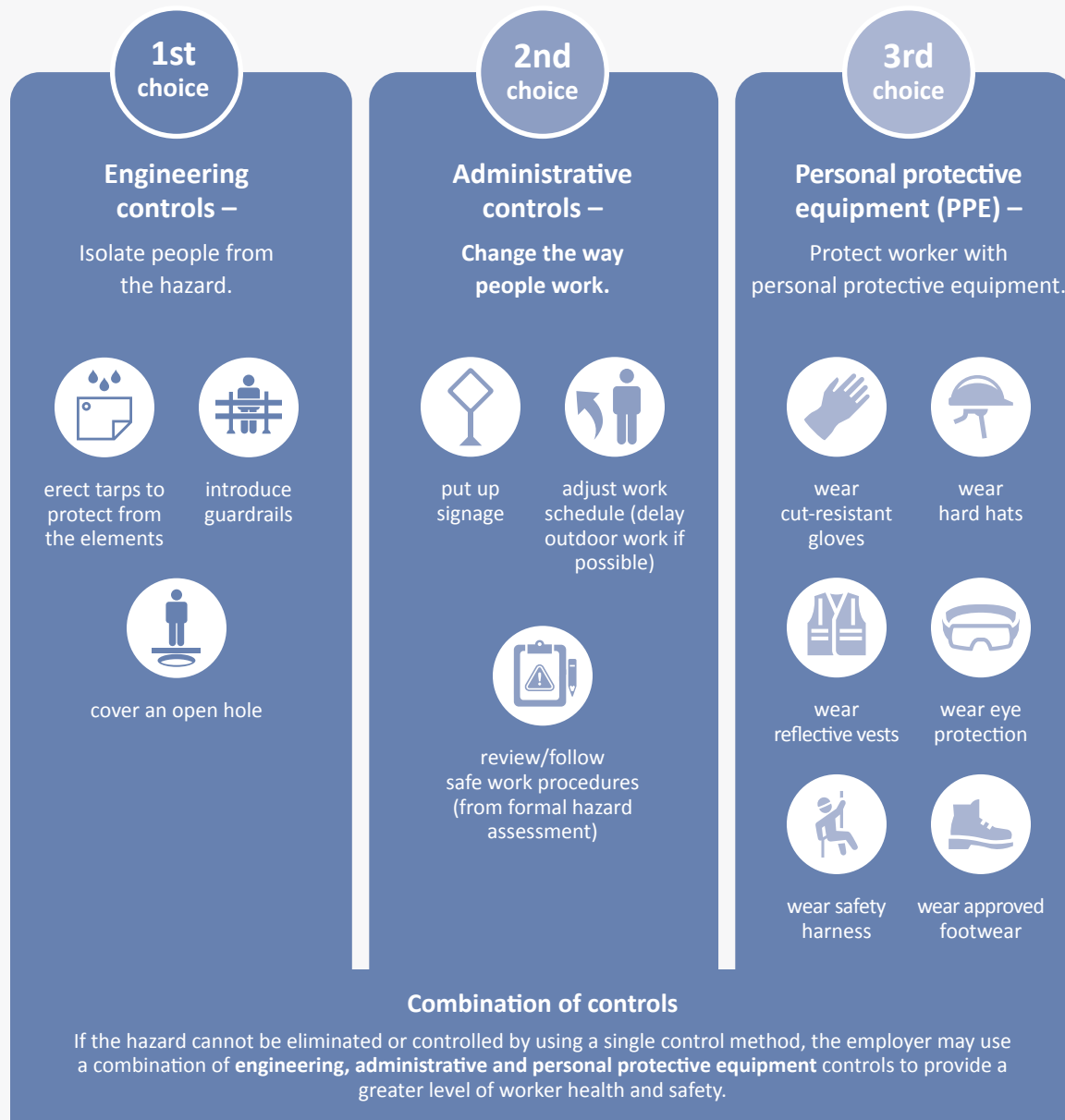
If an existing or potential hazard to workers is identified during a hazard assessment, an employer must take measures in accordance with this section by

- (a) eliminating hazards where possible,
- (b) controlling hazards through engineering and administrative procedures,

***Occupational Health and Safety Regulations, Part 1, section 1.04***

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





**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.



## Appendix: Site-specific hazard assessments

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Every employer shall ensure, so far as it is reasonably practicable for the employer to do so,...that the employer's workers are aware of...any health and safety issues arising from the work being conducted at the worksite.

***Occupational Health and Safety Act, section 3(2)(a)***

It is the supervisor's responsibility to inform workers.



Every supervisor shall...advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware.

***Occupational Health and Safety Act, section 7(c)***

The template and sample forms on the next few pages cover 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 you face a lot of common hazards in your organization's work processes, consider including those in your form.

## Appendix: Site-specific hazard assessments

### Site-specific (also known as field-level) hazard assessment and control (template)

Company name:	
Work to be done:	Date of assessment:
Task location:	Emergency meeting location:

Identify the tasks and hazards below, and the plans to eliminate/control those hazards

Tasks (List all tasks/activities)	Hazards (List both health and safety hazards and consider surrounding area)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment)
		Elimination: Eng: Admin: PPE:
		Elimination: Eng: Admin: PPE:

Please print and sign below (all members of the crew) prior to commencing work

By signing this form, you acknowledge that you understand the hazards and how to apply the methods to eliminate or control the hazards.

Worker's name (print)	Signature	Worker's name (print)	Signature

Supervisor's name (print):

Supervisor's signature:

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## Appendix: Site-specific hazard assessments

### Site-specific (also known as field-level) hazard assessment and control (sample form #1)

<b>Company name:</b> YK Vac Services	
<b>Work to be done:</b> Loading water on site	<b>Date of assessment:</b> May 13, 2020
<b>Task location:</b> North Yard	<b>Emergency meeting location:</b> NE parking lot

#### Identify the tasks and hazards below, and the plans to eliminate/control those hazards

Tasks (List all tasks/activities)	Hazards (List both health and safety hazards and consider surrounding area)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment)
Arrival at site	Concurrent work - multiple vehicles entering and exiting yard area where task is to be completed	<b>Admin:</b> Work area to be cordoned off with pylons. Staff made aware of hazards. <b>PPE:</b> Wear high-visibility vests.
Setting-up job	People present in work area conducting inspection	<b>Admin:</b> Workers provided orientation. Workers required to stay with assigned staff throughout job. <b>PPE:</b> Wear high-visibility vests, safety glasses and hard hats.
Performing the job	Slip and fall as hole is being dug	<b>Elimination:</b> Remove trip hazards. <b>Eng:</b> If ground becomes too muddy, add traction with gravel. <b>Admin:</b> Watch footing. <b>PPE:</b> Wear cleats/slip-resistant steel-toed boots.

#### Please print and sign below (all members of the crew) prior to commencing work

By signing this form, you acknowledge that you understand the hazards and how to apply the methods to eliminate or control the hazards.

Worker's name (print)	Signature	Worker's name (print)	Signature
Mark Allanovic		Mark Zuckborj	
Steve Jobes			

**Supervisor's name (print):** Sylvester Stanley

**Supervisor's signature:**

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## Appendix: Site-specific hazard assessments

### Site-specific (also known as field-level) hazard assessment and control (sample form #2)

<b>Company name:</b> Grab and Go Grocery	
<b>Work to be done:</b> Installation of new rotisserie oven	<b>Date of assessment:</b> October 1, 2020
<b>Task location:</b> Deli	<b>Emergency meeting location:</b> NW corner of parking lot

#### Identify the tasks and hazards below, and the plans to eliminate/control those hazards

Tasks (List all tasks/activities)	Hazards (List both health and safety hazards and consider surrounding area)	Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment)
Remove old rotisserie oven	Greasy surfaces and floors	<b>Eliminate:</b> Clean the oven. Clean any visible grease off floor. <b>Engineering:</b> Tape the oven shut and wrap in plastic wrap to contain any residue. <b>PPE:</b> Wear appropriate steel-toed boots.
	Awkward lifting/position	<b>Engineering:</b> Use a cart to transport oven. <b>Admin:</b> 2-person lift. Follow safe work procedures for lifting.
Install new rotisserie oven	Awkward lifting/position	<b>Engineering:</b> Use a cart to transport oven. <b>Admin:</b> 2-person lift. Follow safe work procedures for lifting.
	Exposure to electricity	<b>Engineering:</b> Lock out electrical for oven until fully installed.

#### Please print and sign below (all members of the crew) prior to commencing work

By signing this form, you acknowledge that you understand the hazards and how to apply the methods to eliminate or control the hazards.

Worker's name (print)	Signature	Worker's name (print)	Signature
Bradley Smith		Emma Rose	
Hannah Kvame		Angela Martin	

**Supervisor's name (print):** Jane Smith

**Supervisor's signature:**

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# Additional resources

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**Yukon Workers' Compensation Health and Safety Board (YWCHSB) – Hazard assessment**  
[wcb.yk.ca/hazardassessment](http://wcb.yk.ca/hazardassessment)

**Canadian Centre for Occupational Health and Safety (CCOHS) – Hazard control**  
[ccohs.ca/oshanswers/hsprograms/hazard\\_control.html](http://ccohs.ca/oshanswers/hsprograms/hazard_control.html)

**Canadian Centre for Occupational Health and Safety (CCOHS) – Job safety analysis**  
[ccohs.ca/oshanswers/hsprograms/job-haz.html](http://ccohs.ca/oshanswers/hsprograms/job-haz.html)





# Occupational health and safety legislation

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This handbook is current to May 2021.

It references:

*Occupational Health and Safety Act*, RSY 2002, c.159

*Occupational Health and Safety Regulations*, OIC 2006/178, Part 1 - General

Note: the *Occupational Health and Safety Regulations* marked with an asterisk (\*) in this handbook come into effect September 4, 2021.

The current occupational health and safety legislation is available at:

[legislation.yukon.ca/legislation/page\\_o.html](http://legislation.yukon.ca/legislation/page_o.html)

## Contact us

### **Occupational Health and Safety**

Phone 867-667-5450

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Or connect with us online

[wcb.yk.ca](http://wcb.yk.ca)









Yukon Workers'  
Compensation  
Health and  
Safety Board