



Health, Safety and Environment Policies and Procedures

ELEMENT:	3 – HEALTH AND SAFETY	PAGE #: HSE-03-1200-01
SECTION:	12 – HAZARD IDENTIFICATION AND REPORTING SYSTEMS	EFFECTIVE: May 12, 2006 REVISED: December 9, 2014

GENERAL STATEMENT:

The goal of the Hazard Identification System is the prevention of workplace injury or damage incidents through the identification of hazards in the workplace.

REFERENCES OR BACKGROUND SECTION:

1. Canada Labour Code Part II.
2. Occupational Health and Safety Regulations Part XIX - Hazard Prevention Program.

Website: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-304/index.html>

RESPONSIBILITIES:

Employer:

The employer is required to implement and monitor a program for the identification, control and prevention of hazards in the workplace.

Employee:

The employee is to immediately notify their supervisor of any and all hazards in the workplace. The employee is to co-operate with the employer and safety department when investigating a hazard.

The employee is to follow any new policies or safe work practices implemented due to the investigation of a hazard.

Safety Department:

The Safety department is responsible for ensuring Procedure HSE-03-1200 complies with all applicable legislation. The HSE department will assist Business Unit Management in developing and implementing the plan, and educating employees.

Implementation:

Hazards are identified in various ways. A consistent approach to Hazard identification will reduce worker injuries and/or property damage. Hazard ID methods include:
Facility Inspections – see procedure HSE 03-1300



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Job Hazard Analysis – see procedure HSE 03-1500
Worker Identification and Reports

All employees and Kleypsen Owner Operators (drivers) will be trained to identify and understand hazards or near misses through tailgate safety meetings and provided documentation.

HAZARD IDENTIFICATION PROCESS AND TIME LINE:

Status Level	Process	Timeline
1 Employee	Employee identifies a hazard and completes a Hazard ID form and submits it to their supervisor.	Immediate
2 Supervisor	Supervisor reviews Hazard ID form and corrects/eliminates Hazard and sends a copy of the Hazard ID and corrections to the BU Management	Immediate
2 Supervisor	OR - Supervisor reviews Hazard ID and sends to Management team to review recommendations and sends a copy to the HSE Department.	Immediate
3 Manager	Management reviews Hazard ID, corrects/eliminates Hazard, records results on the form and sends a copy of the form noting the corrections to the HSE Department.	1 day from date received
3 Manager	OR - Management reviews Hazard ID and sends to Executive level to review recommendations and sends a copy to the HSE Department.	1 day from date received
4 ELT	Executive reviews Hazard ID from, recommends process to eliminates the hazard and sends the completed copy to HSE.	1 day from date received
5 HSE	HSE department reviews corrections/comments and follows up with Supervisor / Management/Employee.	1 day from date received
6 HSE	Health and Safety Department follows up to ensure necessary training was provided.	2 days from date received
7	Hazard has been eliminated or safety procedure has been implemented to reduce risk	



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Each Hazard ID form received by the Health and Safety Department will be assigned a unique number designed to identify the work area, and will be entered into a spreadsheet for tracking purposes (G:\SafetyandInsurance\Hazard Id). Upon entry into the spreadsheet, each Hazard ID will be given a priority, and the current level of attention as outlined below:

A Job Hazard Analysis (JHA) will be completed to determine the **probability** that an injury will occur. The probability that an injury may occur is given one of the following values

1	high probability that an injury will occur
2	medium probability that an injury will occur
3	low probability that an injury will occur

Based on the findings of a JHA, if an injury is to occur from the identified hazard, the **severity** of the possible injury is given a value based on the following

1	high - fatal or major injury, and major property damage
2	medium - time loss injury and/or serious property damage
3	low - first aid injury and/or minor property damage

These values are then multiplied to determine if a hazard is a high, medium or low priority.

Priority	Description
1	High (1-3)
2	Medium (4-6)
3	Low (7-9)

Priority is determined by the possibility that an injury could occur as a result of the hazard multiplied by the severity of the possible injury (see Risk Matrix)



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EMPLOYEE EDUCATION:

The employer is responsible for training each employee in the Hazard Identification Process. Employee education will include the hazards associated with the workplace, the employee’s duty to report any and all hazards identified in the workplace, and the Acts and regulations pertaining to Hazard Identification. The employer is to educate employees whenever new information with regards to a hazard is identified in the workplace, and whenever the employee is assigned to new duties or becomes exposed to a new hazard.

TRACKING:

The Safety Department will maintain a spreadsheet containing each identified Hazard. The spreadsheet will contain the Hazard ID number, name of Hazard, date identified and status. The status will identify where the hazard is in the process.

1. Employee identified hazard
2. Supervisor investigating
3. Manager investigating
4. BU Leader investigating
5. HSE Review
6. Training being conducted
7. Finished

REPORTING:

On the first business day of every week the Outstanding Hazards will be reported to the BU leaders.

EVALUATION:

Every three years, or whenever conditions change with respect to hazards, and/or whenever new information regarding hazards is made available, the following must be reviewed and evaluated:

- 1) employee education
- 2) Hazard Identification processes