



**Chapter 2:
Hazard Assessment Program
And
Emergency Response Plan**

Chapter Content

CHAPTER CONTENT.....	2.1
Purpose.....	2.1
Objectives	2.1
2.1 HAZARD ASSESSMENT REQUIREMENTS	2.2
2.2 ELIMINATION AND CONTROL	2.3
2.3 EMERGENCY RESPONSE.....	2.4
2.4 RESPONSIBILITIES.....	2.5
2.5 PERFORMING A HAZARD ASSESSMENT	2.6
2.6 WORK SITE HAZARD ASSESSMENT/ERP	2.7
2.7 MANAGEMENT OF CHANGE	2.8

Purpose

The purpose of this chapter is to provide information and direction for identifying, and assessing work place hazards, including company, industry and legislated expectations, and to provide a safe work environment for all affected workers.

Objectives

The objectives are to:

- Provide training and expectations for hazard assessment, elimination and control on our work sites, provide a hazard assessment form for formal documentation and review of hazards and provide a checklist as a guide for hazard identification, assessment and control.

Note: All new employees are given Hazard Management training at orientation. This includes completing the ACSA Hazard Management Workbook. All existing employees completed this training in 2013.

2.1 Hazard Assessment Requirements

1. Supervisors must ensure all work site hazards are identified and assessed for existing and potential hazards before work begins at the site or prior to the construction of a new site.
2. All evaluations of the hazard assessment must be documented and must show the methods to be used to eliminate or control the hazards. Documentation must also show the date and time the hazard assessment was prepared or revised, and must be readily available for review at any time by affected workers.
3. The hazard assessment must be repeated:
 - At reasonably practicable intervals to prevent the development of unsafe or unhealthy working conditions.
 - when a new work process is introduced
 - when a work process or operations change
 - before significant change to a worksite
 - when conditions change (weather)
4. Supervisors must ensure workers are involved in the hazard assessment and control, as well as inform affected workers, including trucks hauling to and from the site and subcontractors, of identified hazards and methods of control as they become involved in the work site.

2.2 Elimination and Control

All existing or potential hazards to workers identified during a hazard assessment must be eliminated, or if not reasonably practicable to do so, then they must be controlled. Employers must first consider elimination or substitution. If the hazard cannot be eliminated or substituted it must be controlled in the following order:

1. **Engineering Controls-** are the preferred method, as they eliminate or control the hazard at its source (Example: A road closure or detour to eliminate the traffic hazard during road paving; Barricades.)
2. **Administrative Controls-** when engineering controls are not possible or practical, administrative controls are the next best option. They control the hazard to a degree as low as possible, at the level of work rather than the source. (Example: Safe Work Practices/Safe Job Procedures; Flag Personnel.)
3. **Personal Protective Equipment-** if a hazard cannot be eliminated or controlled by (1) or (2) above, proper protective equipment must be used. (Example: reflective vests, hard hats, hearing protection, CSA Standard Grade 1 steel toe boots, as well as any specialized PPE (Respirators) as deemed necessary by the hazard assessment and scope of work.)
4. If the hazard cannot be eliminated or sufficiently controlled under (1), (2), or (3) above, a combination of engineering controls, administrative controls, and personal protective equipment may be used if doing so creates greater worker safety. (Example: obtaining a lane or directional closure for road paving by working off peak hours, using traffic control devices to create buffer zone, reduced speed signs, flag personnel, vests, hard hats, etc.)

Note: If a hazard can't be controlled, work can't proceed!!!!

Workers affected by the hazards identified in the hazard assessment report will be notified about those hazards and the methods that will be used to control or eliminate the hazards.

Communication will be achieved by:

- A) Discussing the results at safety meetings, or
- B) Briefing workers on a one-on-one basis if they did not attend the safety meeting as well as having them review the safety meeting and sign-off on it.
- C) Posting the results in a location accessible to workers

2.3 Emergency Response

During site hazard assessment, upset conditions or behaviors that present an unacceptable risk should be recognized and addressed in an emergency response plan.

If emergency action becomes necessary to control a hazard that becomes dangerous to the health and safety of workers, only workers competent in correcting the condition, and the minimum number necessary, may be exposed to the hazard. Every effort must be made to control the hazard while it is being corrected.

(Note: A sample Hazard Assessment form is included in Appendix B along with a sample Emergency Response Plan form.)

Helpful Questions to Ask When Developing an Emergency Response Plan With Your Crew

Have we identified the hazards and potential emergencies of this site?

Do we know the procedures for dealing with the identified emergencies?

Do we have the PPE on site to deal with potential emergencies?

Do we have the necessary emergency equipment, and training in its use?

Do we know where to find the emergency numbers that may be necessary?

Do we know where the nearest emergency facilities are located?

Do we have adequate fire protection on site?

Do we have an emergency communication and alarm plan?

Have we identified the First Aiders on site?

Do we have a procedure for rescue or evacuation of this site?

Do we know the best access to direct emergency vehicles on this site?

Do we all know our roles in the event of an emergency?

Do we have a plan to simulate and practice these roles?

2.4 Responsibilities

Managers: Are responsible for supplying the necessary resources and support required for training and hazard control, as well as review, monitoring, and enforcement of program expectations. They are accountable to the senior manager and/or Vice President/General Manager.

Superintendents/Project Coordinators: Are responsible for the implementation of the hazard assessment program. They will, with direction and assistance from the Manager and HSE Department, outline the company's expectations and assign specific responsibilities to the foremen/front line supervisors. They will review, monitor, and enforce program expectations, and are accountable to the Division Managers.

Foremen/Front Line Supervisors: Must ensure that written hazard assessments are performed as outlined in this program, for all sites and projects. A copy must be forwarded for review to the appropriate supervisor and manager, which will then be forwarded to the HSE Manager or HSE Representative for further review and record keeping. They are to advise all employees of any potential or actual dangers and how to eliminate/substitute and control them. They will ensure workers are trained in hazard assessment program expectations, and monitor and enforce those expectations. Must ensure all subcontractors and visitors read the site pre job ERP/FLHA/Safety Meeting form and sign it.

All Employees: Will actively and whole heartedly participate in the Hazard Assessment Program, strive to always be aware of their surroundings, and on the lookout for potential new hazards, and report potential new hazards to their supervisor.

2.5 Performing a Hazard Assessment

The following steps will help perform a Hazard Assessment or job analysis for a work site:

1. Gather employees and subcontractors that will be involved, if possible.
2. Discuss potential hazards with the group.
3. Tour the entire job site.
4. Look for all hazards involving materials, utilities, environment, equipment and people.
5. Encourage discussion on all hazards identified to flush out any not so obvious hazards.
6. Mark all items that need attention on the Hazard Assessment form.
7. Review all hazards and rate according to priority.
8. Identify actions required to eliminate/control hazards.
9. Identify who will be responsible and ensure that they take necessary steps.
10. Identify the emergency response plan, first-aiders and any special hazards that may be present on that particular site.
11. ENSURE the Hazard Assessment is reviewed, actioned, all hazards eliminated or controlled, signed off and a copy forwarded to the office.
12. Follow up on a regular basis to ensure no conditions have changed.

2.6 Work Site Hazard Assessment/ERP

Two types of work site hazard assessment forms are used at WGS. A Pre-Job ERP/FLHA/Safety Meeting Form (which must be completed at the start of any job) and a Field Level Hazard Assessment form (this form is the ACSA FLHA). The following form is to be used for Work Site Hazard Assessments. These forms can be obtained from Supervisors, and the HSE Department.

2.7 Management of Change

The Management of Change process would be utilized for all permanent and/or temporary changes involving the work processes, equipment, and/or facilities of Wapiti Gravel Suppliers. New processes will be considered as a change.

Below are the procedure to be followed and the personnel to be involved:

- A. Determine the Companies Requirements Generating From an Improvement Idea or a Solution to a Communicated Problem.**
 - i. General Manager/ President
 - ii. Division Manager

- B. Research the Best Possible Vendors/Suppliers:**
 - i. Estimator
 - ii. Project Manager

- C. Approval – The MOC documentation must be agreed upon and signed by appropriate and applicable personnel:**
 - i. General Manager/ President
 - ii. Division Manager
 - iii. Engineering Representative
 - iv. Health Safety Environment Coordinator

- D. Implementation - Acquire Appropriate Equipment and/or Facilities etc.:**
 - i. Purchaser
 - ii. Project Manager
 - iii. Superintendent

E. Perform and Complete a Hazard Assessment:

- i. Superintendent
- ii. Foreman
- iii. HSE Manager
- iv. Workers
- v. Supplier

F. Complete/Review Applicable Safe Work Practices and Safe Job Procedures:

- i. Superintendent
- ii. Foreman
- iii. HSE Manager
- iv. Workers

- v. **Educate and Train Workers**
Superintendent
- vi. Foreman
- vii. HSE Manager
- viii. Quality Control
- ix. Workers
- x. Supplier

G. Complete Follow Up on Changes

- i. Foreman
- ii. Superintendent
- iii. Project Manager
- iv. HSE Manager
- v. Quality Control (If applicable)
- vi. Division Manager
- vii. General Manager/ President

1. Prior to a change in a work process, equipment, or facilities a Pre-Project Review must be completed during the planning/development stage, ensuring that the health, safety, and environmental aspects of the project as well as quality standards are and can be maintained while conserving the financial resources provided.

2. Prior to a change in a work process, equipment, or facilities being implemented and in full service, a Pre-Start up Review must be completed. This is performed to ensure requirements outlined in the Pre-Project Review have been addressed as well as any other potential hazardous conditions that may be present or occur are assessed, addressed, controlled, and communicated to all affected parties.

3. Pre-Project and Pre-Start Up reviews should include all interested and affected parties.

This may include but not be limited to:

- A. Operations
- B. Engineering
- C. Information/Technology
- D. Sales/Marketing
- E. Quality Control/Assurance
- F. Environmental
- G. Health and Safety

Management of Change Form

Location: Paving Plants Muni. 500 400
 Crushing Plants Plant 1 Plant 3 (please circle)
 Concrete Plant OTHER

Date: Name:

Description of Change:



Chapter 2

Hazard Assessment Program and Emergency Response Plan

Revision Date:

June 1, 2017

Origination Date:

Drawings Attached? Yes ___ No ___

Engineer Approval Required? Yes___ No___ If yes attached approval.

Department Manager Approval:

Print Name_____ Sign_____ Date_____

HSE Manager Review:

Print Name_____ Sign_____ Date_____

Recommendations
