

# COUNTY OF ST. PAUL #19

**Policy Number**

**SAF-35**

**Title**  
**Hazard Assessment Policy**

**Page 1 of 1**

**Date Approved**

**April 11, 2006**

**Objective:** The County of St. Paul aims to control the losses of human and material resources, correct unsafe acts and hazardous conditions, and ensure compliance with County rules, policies, procedures, legislation, and directives.

**Procedure:** The County will routinely carry out hazard assessments at all facilities and job sites to evaluate and control hazards which exist or those which may happen.

The Chief Administrative Officer is responsible for the overall operation of the program. Safety supervisors along with site supervisors are responsible for leading the hazard assessment process. Management and Council will make corrections and control hazards through administrative controls, engineering controls, and the use of personal protective equipment.

## **Hazard Assessment Checklist:**

A checklist is available from the Safety Coordinator when a Hazard Assessment is to be conducted. Further information can be obtained from Occupational Health and Safety Regulations.

Hazard assessments will be reviewed weekly if job conditions have not changed and annually for generic hazard assessments. Hazard assessments will be completed more frequently as new tasks are being performed or as the job conditions change.

Assessments will proceed as follows:

- Assemble the people that will be involved
- Discuss the possible hazards with employees
- Tour the entire operation
- Look for possible hazards originating from environment, material, equipment, and people as previously outlined
- Keep asking, "what if?"

- Mark on the checklist all items that need attention
- Review the findings with employees and solicit their input for control measures
- Rank the items on a “worst first” basis
- Take corrective action and recommendations for the control of hazards (ie: Safe Work Practices and Job Procedures, Personal Protective Equipment, etc.)
- Monitor and follow up to ensure corrective action is taken

	<b>Date</b>
<b>Approved by Council</b>	<b>September 14, 2010</b>
<b>Amended</b>	
<b>Amended</b>	