

QUICK GUIDE TO COMPLETING THE HAZARD ASSESSMENT & CONTROL FORM

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Requirements

The *Alberta Occupational Health and Safety (OHS) Code - Part 2 Hazard Assessment, Elimination and Control* requires that employers assess the work site and identify existing and potential hazards before work begins. Employers are required to prepare a report of the results of the hazard assessment and methods used to control or eliminate the hazards identified.

To meet these requirements, hazards assessments are required for all job positions at University of Calgary and are to be completed using the Hazard Assessment and Control Forms (HACF).

Steps for Completing a Hazard Assessment and Control Form (HACF) Template

- Create an inventory of all job positions within the Faculty/Unit/Laboratory.**
 - An organizational chart for the Faculty/Unit/Laboratory will assist in creating a list of all job positions.
 - Job Profiles/UCPL#'s for MaPS and Support Staff are available from the UC Performance Link. Faculties/Units/Laboratories should contact their Human Resources Partner/Advisor for more information about the UCPL.
 - All job positions must be tied to a HACF; however one HACF may be completed for a number of job positions with similar tasks.
- Form workgroups comprised of employees with similar tasks/hazards associated with their job positions.**
 - Managers/Supervisors/PI's are required to conduct the formal hazard assessment and ensure that working groups include representation from workers as required by the OHS Code.
 - All individuals conducting hazard assessments must complete the Hazard Assessment and Control training offered by EHS at www.ucalgary.ca/safety/courses.
- Obtain the appropriate standardized HACF Template.**
 - Four standard templates are available from EHS based on the general types of work at the U of C. These templates are to be used as a starting point only.
 - Templates are fill-in forms which may be printed and/or completed electronically.
 - Templates may include tasks and associated hazards that may not apply. Identify only those tasks and hazards that are applicable by selecting the check boxes on the template.

Work Type

Standardized HACF Templates

Teaching/Administrative	Hazard Assessment & Control Form – Teaching/Administrative Template
Laboratory	Hazard Assessment & Control Form – Laboratory Template
Technical/Engineering	Hazard Assessment & Control Form – Technical/Engineering Template
Trades	Hazard Assessment & Control Form – Trades Template

- Identify all tasks and associated hazards for the jobs performed.**
 - Compare your list with the tasks and hazards identified on the HACF Template.
 - Identify only those tasks and hazards that are applicable by selecting the check boxes on the template.
 - Record additional job specific hazards on the HACF Template – spaces are available.

5. Determine the existing hazard controls currently in place.

- Refer to Section 8 Hazard Control of the [Hazard Assessment and Control Procedure](#) for an explanation of hazard controls.
- Review the list of existing controls identified on the HACF Template.
- Identify the applicable hazard controls by selecting the check boxes on the template.
- Record additional job specific controls not already listed on the HACF Template – spaces are available.

6. Rank the hazards.

- Hazard ranking is based on the existing controls currently in place and has three considerations:
 1. Severity (S) of the consequences,
 2. Probability (P) of incident or injury associated with the hazard occurring and,
 3. Frequency (F) of exposure to the hazard.
- Refer to the Hazard Ranking Table on the last page of the HACF Templates.
- Rank the severity, probability and frequency of each hazard on the HACF Template by assigning a ranking score for each hazard.

7. Determine a Risk Rating.

- Determine a risk rating for each hazard by adding the hazard ranking scores for Severity (S), Probability (P) and Frequency (F).
- Refer to the Risk Rating Table on the last page of the HACF Templates.
- The Risk Rating is used to prioritize hazards. Highest risk hazards should be prioritized for the implementation of controls.

8. Identify the recommended hazard controls.

- Review the recommended hazard controls identified on the HACF Template and identify all controls not currently in place but required to be considered for implementation by selecting the check boxes on the template.
- Recommended hazard controls not listed on the HACF Template should be recorded as “Other” and details specified.

9. Assign responsibility for implementation of recommended controls.

- List the recommended controls, person responsible for implementation and completion date on the HACF Template for each task.
- Managers/Supervisors/PI's are required to assign responsibility for implementation of recommended controls. For example this could include submission of an Archibus Work Request, purchase of equipment or development of Safe work practices/procedures/ instructions. Some recommended controls may require budgetary consideration and may need to be reviewed by the Faculty/Unit/Laboratory Budget Owner.

10. Review HACFs.

- HACFs must be reviewed and updated:
 - post incident or
 - when changes to operations are implemented (i.e. new equipment or a process is introduced to the work area).

11. Document Management and Retention

- Faculties/Units/Laboratories are responsible to retain all Hazard Assessment and Control Forms and Field Level Hazard Assessments for a minimum of 3 years and ensure records are readily available for audit purposes. Documents may be retained electronically or in hard copy.