

VBN Paving Limited
HEATH AND SAFETY MANUAL

ELEMENT 2: HAZARD ASSESSMENT, ANALYSIS AND CONTROL

REVISIONS & APPROVAL

Revision Date	Revised By	Revision Details
July 27, 2019	Stephen Thorne Health and Safety Manager	Reviewed and Updated.

Date	Approved by	Signature
March 12, 2018	Giovanni Ventrella President	
July 27, 2019	Angelo Ventrella Vice-President	

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VBN Paving Limited

HEALTH AND SAFETY MANUAL

Hazard Recognition & Control Policy

Purpose

VBN Paving Limited understands the integral role Hazard Recognition plays in proactive health & safety, assisting in the risk management control measures to affectively mitigate possible injury/illness in the workplace. The Hazard Recognition Policy has been developed to provide direction and orientation to VBN Paving Limited internal staff with regards to hazard assessment procedures and applicable Occupational Health & Safety Act and Regulations. The Hazard recognition policy will also outline procedures to evaluate the hazards associated with the main tasks carried out by VBN Paving Limited and the assessment of ongoing hazards.

Scope

The policy and standard procedures apply to all VBN Paving Limited workers; Senior Management; Managers, Area Supervisors, and members of the JHSC.

Definitions

Hazard is any practice, behavior, condition, or combination that can cause injury or illness to people or damage to property.

Risk is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss.

Hazard Recognition: is a skill used by a trained individual who has the knowledge to make this determination. This could include trained workers, supervisors, members of a joint health and safety committee, or a health and safety professional. Whether identified or merely suspected, the objective is to anticipate hazards before they cause harm or damage.

Risk assessment is the process where you Identify hazards, analyze or evaluate the risk associated with that hazard and determine appropriate ways to eliminate or control the hazard.

Compliance

This policy is in compliance with the different provincial health and safety regulations that oblige the employer to:

- Ensure that the health and safety at work of every person employed by the employer is protected
- Give the worker adequate information as to the risks connected with their work and provide them with the appropriate training, assistance or supervision to ensure that they possess the skill and knowledge required to safely perform the work assigned to them

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More important than fulfilling regulatory requirements, risk assessments and risk evaluations can be used to focus and streamline an employers' health and safety activities. Many employers do not know where to start when planning, implementing or reviewing their workplace health and safety management systems. Risk assessments and risk evaluations provide employers with a method to identify, rate and compare hazards. The employer can then focus their attention on eliminating or controlling the hazards that pose the greatest risk to workers

What is a Hazard Risk Assessment?

Hazard Risk assessments are a systematic method of identifying workplace hazards and evaluating the risk they pose to workers. The purpose of a risk assessment is to make recommendations to eliminate or reduce the risk that a hazard poses to workers.

Procedure

Risk assessments are conducted on hazards that arise out of the job processes or methods used within the workplace.

Evaluation of job processes are conducted only on work that is within the normal scope of daily work and are done only on work that follows established safe work procedures and/or legislated and regulated requirements.

Hazard Recognition Process

Risk assessments are not conducted on work that is performed outside this scope. The process followed for general risk assessments is to first identify the hazards of a task:

- List the activities performed by workers.
- Identify health and safety hazards posed by the activities and the work environment (physical, biological, chemical, musculoskeletal, psychosocial, and safety hazards).

For each hazard recognized:

- Determine the consequences of an accident caused by the hazard
- Determine the exposure of workers to the hazard
- Identify the probability that the hazard will lead to the consequence
- Calculate the risk score for the hazard in the following formula
- Make recommendation to eliminate or reduce risk

Risk scores are comparative. The risk scores from these assessments can be compared to each other to determine which hazard poses the greatest risk to workers. Remember though that while these risk scores can be compared (because they were completed by the same assessor), they can only be compared to other industries or companies if similar methods were used.

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HEATH AND SAFETY MANUAL

HAZARD RATING SYSTEM

The Hazard Rating System “HRS” is a tool that identifies the substandard practice or condition and immediately establishes its priority for correction according to its level of Probability and Severity.

CLASS A:	
Definition	A condition or practice likely to cause permanent disability, loss of life or extensive loss to property equipment/material
Example	Missing: barriers, guards, Fall arrest. Inadequate: lock-out, respiratory protection
Action	Immediate action required to eliminate the hazardous condition or practice.
CLASS B:	
Definition	Condition or practice likely to cause a serious injury resulting in temporary disability or property damage that is disruptive but not extensive.
Example	Poor housekeeping, slippery work surface, missing fire extinguisher, inadequate brakes on scaffold, missing Traffic Control Plan etc.
Action	Action to be taken as soon as possible to rectify the Hazardous Condition, but immediately correct the unsafe Practice
CLASS C:	
Definition	Condition or practice likely to cause a minor, non-disabling injury or non-disruptive property damage.
Example	Bad smell from Form Oil, workers handling sharp equipment/tools without gloves.
Action	Action may be taken depending on the level of irritancy, and the levels of frequency and probability.

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Steps to perform a risk assessment:

- Each area supervisor, and a JHSC Worker Member is to:
 - Review each job description
 - Review physical demands analysis
 - Potential or Actual Hazard
 - Look at People, Equipment, Materials, Environment & Processes
 - Look at Energy and its Transfer
 - Lack of Consistency (corporate risk)
 - Extent of specific legislation policy
 - Look for Health Hazards, Psychological & Safety Hazards and any other Loss Potentials

- The supervisor & JHSC Worker Member is to then observe the worker performing the job
- Complete hazard risk assessment identifying hazards associated with each job with communication from the worker(s) using the Hazard Risk Assessment Form

Hazard Risk Assessment Process

Identify each Hazard then rate the risk as follows:

Determine the consequences/severity of an accident that could occur due to the hazards. This is based on the worst probable result, not the worst possible result, because the worst possible result is always death. Most accidents do not result in death but in injury, or can be near misses. In order to reliably rate the hazards of specific tasks, we need to look at what is the most likely outcome of an accident caused by the hazard.

- Severity Rated**
 - **Score:** 1(Minimum) to 4 (Maximum) (Severity of Injury)
 - Intent is along the Left side of the Risk Chart ranging the Major, Moderate and Minor)
 4. Catastrophic (death, significant injury or property damage)
 3. Critical (medical aid, lost time incident, property damage)
 2. Marginal (first aid injury, minor illness, property damage)
 1. Negligible (injury/illness/property damage not likely)

Identify the Likelihood that the exposure to the hazard will result in the identified consequence.

- Likelihood Rated**
 - **Score:** 1(Minimum) to 4 (Maximum) (Likelihood of Injury)
 - Intent is along the top of the Risk Chart ranging the High, Medium and Low)
 4. Very likely to occur (expected)
 3. Could probably occur (> 50%)
 2. Possibility of occurring (known to have happened, history)
 1. Very unlikely (one in a million, Act of God)

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Legend:

Risk Chart		Likelihood of Injury			
		Frequent 4	Probable 3	Occasional 2	Remote 1
Severity of Injury	Catastrophic 4	16	12	8	4
	Critical 3	12	9	6	3
	Marginal 2	8	6	4	2
	Negligible 1	4	3	2	1

- The above Risk Chart is to capture a Pre-Control Risk Level with reviewing Likelihood and severity ratings.
- Further details below are to capture a Post-Control Risk Level, similar to the above Risk Chart; there is a number value system to evaluate Probability and Severity to achieve the “A-B-C” Rated Level. The numbers above in the risk chart must be multiplied and follow the below coloring system.
 - A = Red
 - B = Orange
 - C = Green
- **Total Risk Factor Weight or Rating Number**
 - Take the total from each Probability and Severity to achieve a total number level
 - by multiplying the outcome of the two sections when not using the risk chart method)
 - “C” Risk Level = Low 1-3 (Green)
 - “B” Risk Level = Medium 4-8 (Orange)
 - “A” Risk Level = High 9-16 (Red)
- *Notes:*
 - *When the Risk Factor is High “A” or “Red Colour Area” rated, a Safe Job Procedure must be implemented along with training and documentation.*

Risk Chart		Likelihood of Injury			
		Frequent	Probable	Occasional	Remote
Severity of Injury	Catastrophic	A	A	B	B
	Critical	A	A	B	C
	Marginal	B	B	B	C
	Negligible	B	C	C	C

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HEATH AND SAFETY MANUAL

- *When the Risk Factor is Medium “B” or “Orange Colour Area” rated, a Safe Work Practice must be implemented.*

Risk Chart		Likelihood of Injury			
		Frequent	Probable	Occasional	Remote
Severity of Injury	Catastrophic	A	A	B	B
	Critical	A	A	B	C
	Marginal	B	B	B	C
	Negligible	B	C	C	C

Calculate the overall risk based on each hazard risk data:

1. Analyze each risk score to determine which identified risks need to be addressed first. Hazards with high risk scores should be addressed first as they have a higher probability of occurring and the chance of injury is greater.
2. Determine if there is a control in place and if the control is adequate; if no control is in place recommend a control to mitigate eliminating or reduce the risk.
3. Forward a copy of the risk assessment to the Manager & management for review and sign off.
4. The Manager, HEALTH & SAFETY Representative and area supervisor to create and identify a plan including timeline and responsibility to develop, implement and follow up on the control to ensure that the control is in place and has mitigated against the risk (Utilize the Hierarchy of Controls)
5. Each finalized hazard risk assessment will then be filed to be reviewed with each new hire and existing employee to ensure that they understand and are aware of the hazards of the job and the controls in place to eliminate/reduce the hazard(s)
6. On an annual basis, when there is a change in operations/machinery and/or there is a trend of accidents, if there is a serious incident and/or there is a near miss then a new hazard risk assessment should be completed

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Reporting Hazards

No Reprisal: All VBN Paving Limited employees are encouraged to report hazards and will not be subject to disciplinary action or any reprisal for reporting hazards

It is the responsibility of all employees to report any existing or potential hazards that they identify or become aware of during their day to day job duties per VBN Paving Limited Health and Safety Policy and Occupational Health & Safety Act and Regulations.

All VBN Paving Limited employees are to complete the Hazard Report Form and provide the hazard report to their Joint Health & Safety Committee representative & area supervisor immediately.

Management

Management responsibilities:

- To ensure that all supervisors, managers and workers are trained with regard to the procedures of the hazard risk assessment policy
- To review each existing job description and physical demands analysis with the health & safety representative/JHSC Member and/or supervisor.
- Ensure that the supervisor and HEALTH & SAFETY representative have the time & resources to perform the hazard risk analysis
- Review each hazard risk assessment with the supervisor and health & safety representative then sign off confirming review
- Review the hazard risk assessment with area supervisors and work to identify controls for any hazards not addressed; assist to identify, develop and implement a plan to address the identified risks
- Ensure that the action plan developed is implemented and followed up to review suitability
- To review with the supervisor any hazard reports and to immediately address the hazard identified if possible or develop a plan to address the identified risk

Supervisor

Supervisor responsibilities:

- To ensure that all workers are trained with regard to the procedures of the VBN PAVING LIMITED hazard risk assessment policy
- To review each existing job description and physical demands analysis with the health & safety representative / JHSC Member and manager.
- To conduct the hazard risk assessment for each job duty with the health & safety representative / JHSC Member and worker participation in a timely manner as identified
- Review each hazard risk assessment with the site manager;
- To immediately implement any possible controls to mitigate against risk based on risk rating measuring risk level

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- To assist management to implement the action plan to mitigate identified hazard risk factors and follow up on implementation
- To review and educate all workers with regard to the hazards of the workplace and job duties and to confirm their understanding and awareness
- To review all hazard reports forwarded by any/all VBN PAVING LIMITED employees with the Site Manager immediately implement corrective action or develop an action plan to implement corrective actions to eliminate or reduce the identified hazard(s)

Joint Health & Safety Committee (JHSC) Member

JHSC Member responsibilities:

- To review each existing job description and physical demands analysis with the site manager and supervisor
- To conduct the hazard risk assessment for each job duty with the supervisor and with worker participation in a timely manner as identified
- Review each hazard risk assessment with the supervisor and site manager
- To immediately implement any possible controls to mitigate against risk based on risk rating level
- To assist management to implement the action plan to mitigate identified hazard risk factors
- To forward any hazard reports to management

Workers

- All workers are required to participate cooperatively with the hazard risk assessment process in the workplace
- Workers are required to review each hazard risk assessment provided to them by management and to ensure to follow the identified safe work procedures to mitigate against identified hazards of the workplace and job duties
- Workers are required to comply and follow identified safe work procedures
- To document in writing the hazard report any identified hazard in the workplace

Communication

- The Hazard Recognition and Control Policy is located in the VBN Paving Limited safety binder.
- The Hazard Recognition and Control Policy will be communicated to all new VBN Paving Limited workers, supervisors, and managers via the new hire orientation.
- All existing VBN Paving Limited staff will receive orientation through safety meetings, branch safety meetings, JHSC, onsite safety talks, internal safety emails.

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Training

- All new managers, Supervisors, and Workers will receive training in The Hazard Recognition and Control Policy during their on-boarding training upon hire
- All existing Managers, Supervisors and workers will receive periodic refresher hazard risk assessment Control activities training during safety training, during general safety meetings, JHSC, and safety talks
- Each worker trained on the Hazard and Risk Assessment procedures will sign off confirming their attendance and understanding.

Evaluate

Hazard Recognition and Control Policy will be evaluated by review of submitted work site hazard reports, risk assessment reports, accident reports, accident trends, orientation files, JHSC minutes and safety audits.

The policy will also be evaluated through the analysis and feedback from all staff in involved in the Hazard and Risk Assessment process and form completion.

Compliance and efficiency of policy will be measured by looking at the following:

- Has legislation changed? Are there new best practices in the industry?
- Is the health and safety standard being implemented?
- Are the health and safety goals being met?
- Is communication about the standard, both to and from employees, clear and understood?
- Is training to the standards being completed and are employees benefiting from it?
- Are employees following safe work procedures?

This standard will be reviewed every year and maybe changed due to business needs, any legal requirements and based on the results of the evaluation.

Continual Improvement

During the audit process all inspection reports, worksite surveys, hazard reports, and corrective action will also be reviewed to identify, and possible gaps and corrective action put in place as necessary.

Following the results of the policy evaluation, deficiencies and gaps in the program will be noted in an action plan by Management. The management team will review area for improvement and make recommendations. Those recommendations will be noted in the action plan by (name/title) and communicated to senior management each year for review and discussion. The action plan might me modified during the year due to priorities changes, operational and budget issues.

In February, an email or communication (report) will be sent to all VBN Paving Limited employees to acknowledge results of the past year and to determine Health and safety priorities for the next year.

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