Hazard Assessment and Control: a handbook for Alberta employers and workers
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Contents

Introduction ........................................................................................................................................... 2

Overview ............................................................................................................................................... 3
  Why do a hazard assessment? ............................................................................................................... 3
  What are the benefits of hazard assessment and control? ................................................................. 4
  What are some of the challenges of conducting hazard assessments? ............................................... 5
  Are there different types of hazard assessments? .............................................................................. 6

Formal hazard assessments .................................................................................................................. 7
  Who should participate? .................................................................................................................... 8
  When should you do a formal hazard assessment? ........................................................................... 9
  How do you do a formal hazard assessment? ................................................................................... 10
    STEP 1: Begin by figuring out what people do in the organization. .............................................. 11
    STEP 2: List all work tasks or activities for each job..................................................................... 12
    STEP 3: Identify any health and safety hazards related to each task or activity. ............................ 13
    STEP 4: Find ways to eliminate or control the hazards. .............................................................. 17
    STEP 5: Implement the selected controls. ...................................................................................... 20
    STEP 6: Communicate the hazards and follow the controls. ....................................................... 20
    STEP 7: Monitor the controls for their effectiveness. .................................................................... 22
    STEP 8: Review and revise hazard assessments. .......................................................................... 23
  Formal hazard assessment and control: template and sample forms ........................................... 24

Appendix: Site-specific hazard assessments ........................................................................................ 31
  Who should be involved? ................................................................................................................... 32
  How often should they be repeated? .................................................................................................. 32
  How do you do a site-specific hazard assessment? .......................................................................... 32
  Site-specific hazard assessment and control: template and sample forms .................................. 37

Additional resources ............................................................................................................................ 40

Occupational health and safety legislation .......................................................................................... 41
Introduction

Hazard assessments and controls help build safe and healthy workplaces. They are at the core of every organization’s occupational health and safety program.

The hazard assessment and control process provides a consistent approach for employers and workers to identify and control hazards in the workplace. It allows everyone to focus their efforts in the right areas, and to develop worker training, inspections, emergency response plans, etc., specific to the hazards at their work sites.

Alberta’s occupational health and safety laws require employers to conduct hazard assessments and to eliminate the identified hazards. If they cannot be eliminated, the employer must introduce controls to protect against the hazards.

While this handbook outlines the fundamental process for performing hazard assessments, employers will have to customize the process based on their business operations. Hazard assessments must reflect the specific needs of the operation.

Alberta’s occupational health and safety legislated requirements (the law) are highlighted throughout this document along with various opportunities to go above and beyond the legal expectations for better health and safety performance. Alberta’s main occupational health and safety laws are the Occupational Health and Safety Act, and the Occupational Health and Safety Code. Not all requirements under these laws are discussed in this handbook.
Overview

Why do a hazard assessment?

No matter the size or type of business, there are situations, conditions or things that may be dangerous to the health and safety of workers, or others in the vicinity. Employers, supervisors, workers and other work site parties (for example, prime contractors, contracting employers) must know what the workplace hazards are in order to address them.

A hazard is a situation, condition or thing that may be dangerous to health and safety.

Common hazards in just about any workplace include things like:

- manual material handling
- slip, trip and fall hazards
- working alone
- workplace harassment
- hazardous chemicals
- back injury
- broken arm
- medical emergency
- absenteeism
- chemical burn
- use mechanical lift
- keep floors clean and dry
- provide communication device
- provide respectful workplace training
- wear protective gloves

Left uncontrolled, any one of these hazards has the potential to impact a person's quality of life in some way for some time:

It’s your responsibility as an employer to ensure workplace hazards are identified, and eliminated or controlled so workers stay healthy and safe on the job:

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Overview

Hazard assessments are a core part of every occupational health and safety program. They allow the employer to focus their efforts in the right areas, and develop worker training, inspections, emergency response plans, etc., specific to the hazards on their work site(s).

**There’s another good reason for an employer to do hazard assessments: it’s the law.**

An employer must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site.

**Occupational Health and Safety Code, Part 2, Section 7(1)**

What are the benefits of hazard assessment and control?

Hazard assessments identify hazards so they can be eliminated or controlled before someone gets hurt.

The process of conducting hazard assessments and following through by introducing controls may also:

- **Inspire improvements in day-to-day operations** (for example maintenance, work procedures, worker training, process and design, purchasing, housekeeping). Workers can see how doing simple things like mopping up spills or picking up debris is more important than they might have thought. They become more proactive.

- **Show workers they are important and valued**, and demonstrate employer commitment. Feeling valued can inspire participation and ownership of workplace health and safety.

- **Focus attention on workplace health and safety**. Hazard assessments point to specific areas in need of improvement. They get people thinking—and talking—about health and safety.

- **Result in a more consistent, efficient and effective workplace**. One can expect that lowering the risk of a health and safety incident also lowers the number of productive hours lost to worker illness and/or injury.

- **Lower operating costs**. Fewer incidents means fewer claims filed with the Workers’ Compensation Board. Fewer insurance claims means lower annual premiums.
What are some of the challenges of conducting hazard assessments?

Not all workplace hazards are obvious to everyone. Individuals bring their own experience and judgment to the task of identifying hazards.

Employers who don’t appreciate the importance of hazard assessments are less likely to make them a priority.

The culture (attitudes and behaviours) of a workplace or an entire industry can build up a level of risk tolerance. Risk-taking may be an accepted part of the job. Workers may become complacent and begin to lower their guard over time, as high-hazard activities become familiar. Workers may even disregard the hazardous nature of a task because they take pride in the risky nature of their work.

Employers might overlook the importance of providing proper training and assign people without the skills or experience needed to conduct a hazard assessment.

New workers may simply not have the experience to identify the hazards at their work. More experienced workers may have the most difficulty changing their behaviour. They are sometimes more likely to dismiss occupational health and safety initiatives as unnecessary.
Are there different types of hazard assessments?

When Alberta’s legislation references hazard assessments, it refers to something called a formal hazard assessment.

A **formal hazard assessment** takes a close look at the overall operations of an organization to identify hazards and develop, implement and monitor related controls. Worker jobs or types of work are broken down into separate tasks. Formal hazard assessments are detailed, can involve many people (including the health and safety committee or health and safety representative, as applicable), and will require time to complete.

Some work places also do something called a site-specific hazard assessment (or field-level hazard assessment). **Site-specific hazard assessments** are used to address hazards that show up because of changing circumstances at a work site. They check for hazards before work starts at a site and at a site where conditions change or when non-routine work is added. Any hazards identified are to be eliminated or controlled right away, before work begins or continues.

More information about conducting site-specific hazard assessments is provided at the end of this handbook as an appendix. See page 31.

This handbook focuses on formal hazard assessments, with step-by-step guidelines on how to conduct them.
Formal hazard assessments

A **formal hazard assessment** involves a detailed look at an organization’s overall operations. All worker jobs or types of work are broken down into separate tasks. The formal process is meant to identify and eliminate hazards. Where it’s not reasonably practicable to eliminate the hazard, employers must develop, implement and monitor controls. The end goal is to prevent work-related injuries and illnesses.

Formal hazard assessments are detailed. The process can involve many people and requires time to complete. It takes commitment and resources to do all the necessary steps. The investment is rewarded many times over with improved health and safety for everyone in the workplace.

### Organization

**Identify jobs/types of work**
- deli counter staff
- bakers
- butchers
- grocery clerks
- buyers
- baggers
- inventory managers

**Identify tasks for each job/type of work**
- scanning groceries
- bagging groceries
- stocking shelves
- processing payment
- assisting customers
- sweeping/cleaning up spills

**Identify possible hazards for each task**
- lifting heavy loads
- slipping/tripping hazards
- working at heights
- falling objects
- chemicals
- working alone

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Formal hazard assessments

Who should participate?
A team approach is necessary. Different people have different ways of seeing things. Workers are the individuals doing the work and are in the best position to provide insight. You must involve affected workers.

An employer must involve affected workers in the hazard assessment and in the control or elimination of the hazards identified.

**Occupational Health and Safety Code, Part 2, Section 8(1)**

Anyone who is conducting the hazard assessment must receive training so they know how to recognize, evaluate and control hazards. They should also understand the job tasks that they will be evaluating, and the experience/skill level of those who are doing the work.

If you have a health and safety committee (HSC) or health and safety representative (HS representative) be sure to get them involved. They represent an important part of the internal responsibility system, where everyone in the workplace works as a team to ensure a healthy and safe environment.

Consult them throughout the process. Resolve health and safety concerns together.

Health and safety committees and representatives

HSCs and HS representatives support your workers’ right to meaningful participation in workplace health and safety.

HSCs and HS representatives serve as advisors to the employer. Their legal duties include receipt, consideration and disposition of health and safety concerns, making recommendations about worker health and safety to the employer, and reviewing work site inspection records. They also must participate in the employer’s hazard assessment. As an employer, you must ensure that the HSC or HS representative in your organization carries out their obligations.

To determine if your organization is required to have an HSC or HS representative, and to learn more about their role, see the Additional resources section.

The duties of a joint health and safety committee include ... participation in the employer’s hazard assessment.

**Occupational Health and Safety Act, Part 2, Section 13(6)(b)**
When should you do a formal hazard assessment?

Start the formal hazard assessment early on in the development of your organization’s health and safety program.

An employer must assess a work site and identify existing and potential hazards before work begins at the work site or prior to the construction of a new work site.

**Occupational Health and Safety Code, Part 2, Section 7(1)**

A formal hazard assessment is the basis for the organization’s entire health and safety program. It outlines the hazards and points to the necessary control measures. This information can be helpful in other parts of a health and safety program, such as worker training, emergency response planning and work site inspections.

Employers will want to keep their health and safety activities in line with the organization’s needs. If you already have controls in place, take the time to go back and conduct a formal hazard assessment to ensure all hazards have been identified and existing controls are effective.

**As the organization’s operations expand or changes are made to the way work is performed** (in other words before new work sites are constructed and/or equipment, processes or tasks are introduced), additional hazard assessments are required.

An employer must ensure that the hazard assessment is repeated

(a) at reasonably practicable intervals to prevent the development of unsafe and unhealthy work conditions,

(b) when a new work process is introduced,

(c) when a work process or operation changes, or

(d) before construction of significant additions or alterations to a work site.

**Occupational Health and Safety Code, Part 2, Section 7(4)**
How do you do a formal hazard assessment?

What follows are the basic steps to conducting a formal hazard assessment. The size and complexity of business operations will influence your approach. You will want to tailor the process to your organization’s specific needs. Make sure everyone involved understands the goals and is familiar with the work processes under review and the experience/skill level of those doing the work.

The template on page 24 may be helpful when conducting a formal hazard assessment. Be sure to customize this template so it applies to your specific work environment. See also the sample forms provided for reference on pages 25–30.

The process involves several steps. Taking one step at a time can help it go smoothly.

The formal hazard assessment process – step by step

1. Figure out what people do.
2. List all work tasks or activities for each job.
3. Identify any health and safety hazards related to each task or activity.
4. Find ways to eliminate or control the hazards.
5. Implement the selected controls.
6. Communicate the hazards and follow the controls.
7. Monitor effectiveness of controls.
8. Review and revise the hazard assessment.

Even when nothing has changed, hazard assessments must be reviewed periodically to prevent the development of unsafe and unhealthy working conditions.

To meet occupational health and safety legislated requirements, the date must be recorded on each hazard assessment. This provides a record of the last revision date and may help determine whether or not the document requires an update.

An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it.

Occupational Health and Safety Code, Part 2, Section 7(3)
BEGIN BY FIGURING OUT WHAT PEOPLE DO IN THE ORGANIZATION.

Start by taking an inventory of all the jobs or work types within the organization.

You might develop or reference a list of positions or work types.

For example, in a supermarket, there are:

- deli counter staff
- bakers
- butchers
- grocery clerks
- buyers
- baggers
- inventory managers
List all work tasks or activities for each job.

From your inventory of all the jobs or work types in the organization, compile a list of related tasks for each.

Talk to the workers and spend time watching them work. Record the tasks or activities they do.

For example, a grocery clerk is responsible for:

- scanning groceries
- bagging groceries
- stocking shelves
- processing payment
- assisting customers
- sweeping/cleaning up spills
Keeping workers healthy and safe involves identifying both health and safety hazards.  

A **health hazard** is anything that could harm someone's health, either immediately or over time.  

### Health hazards  
- loud noises  
- repetitive movements  
- sun exposure  
- chemical exposure  

The effects of health hazards are not always immediate. They can take years to appear. For this reason, health hazards themselves are often overlooked in the hazard assessment process.  

A worker who is exposed to the sun on a regular basis may develop skin cancer over time. Early identification of sun exposure as a health hazard can introduce controls to minimize the hazard and safeguard the worker's health.  

A **safety hazard** is anything that could cause injury or damage. An injury caused by a safety hazard is usually immediate (for example a broken bone, a sprain or a cut).  

### Safety hazards  
- falling objects  
- slippery surfaces  
- sharp equipment  
- icy roads  

Safety hazards tend to get our attention in a hurry. When someone falls and breaks their back, for example, everyone takes note.
Workplace hazards can be grouped into four categories. They may include, but are not limited to:

**Physical hazards**
- Slippery/uneven surfaces
- Repetitive motions
- Lifting heavy loads
- Extreme temperatures
- Working around moving equipment
- Vibration
- Noise
- Working at heights
- Poor lighting
- Working around vehicles

**Chemical hazards**
- Cleaning products/solvents
- Battery acid
- Vapour (spray paint)
- Hazardous merchandise
- Maintenance products
- Fumes
- Gases (carbon monoxide)
- Byproducts/waste products from a process
Biological hazards

- viruses
- mould
- bacteria
- body fluids
- sewage
- allergens
- animal/pet waste

Psychosocial hazards

- harassment
- stress
- fatigue
- shiftwork
- working alone
- violence

In some situations, the hazard can be a combination of two or more of the above. More than one category of hazard may be present with each task.
Contributing factors

When thinking about workplace hazards and how to eliminate or control them, consider these four main contributing factors to how hazards impact a workplace and the workers:

**People**
- Are they well trained/competent in performing the work?
- Are they overtired?
- What motivates them (for example speed or quality)?

**Equipment**
- Is equipment/are tools appropriate for the task?
- Is the equipment properly installed?
- Is the equipment properly maintained?
- Are manufacturer’s specifications and operating instructions being followed?

**Materials**
- What materials are being used?
- Are they being handled, stored and disposed of properly?

**Environment**
- Where is your work site (for example an office, vehicle, field, etc.)?
- Does your work environment introduce any health and safety hazards?

Your workplace may have existing tools and information in place to help identify hazards. Hazard reports, incident reports (including potentially serious incident reports), equipment preventive maintenance records, first aid logs and inspections can all be used to update hazard assessments on an ongoing basis.
Find ways to eliminate or control the hazards.

All identified hazards must be addressed.

You must eliminate hazards wherever you can. Removing tripping hazards or safely disposing of unwanted chemicals are examples of hazard elimination. If hazards cannot be eliminated, they must be controlled.

If an existing or potential hazard to workers is identified during a hazard assessment, an employer must take measures in accordance with this section to

(a) eliminate the hazards, or

(b) if elimination is not reasonably practicable, control the hazard.

Occupational Health and Safety Code, Part 2, Section 9(1)

Your hazard assessment may reveal a lot of hazards. All hazards have to be addressed. It may not be realistic to address them all immediately. Prioritize the hazards you’ve identified and address those that pose the greatest risk right away. Make sure you introduce interim controls for those hazards that may have to wait for more permanent solutions.

Some control methods are more effective than others. Alberta’s Occupational Health and Safety Code outlines the hierarchy of controls to follow.

Your hazard assessment and control report must include all identified hazards and all controls that you have in place to protect workers from those hazards.
Hazard controls

Elimination
Remove the hazard if reasonably practicable.

Engineering controls
Isolate people from the hazard.

Administrative controls
Change the way people work.

PPE
Protect worker with personal protective equipment.

Combination of controls
If the hazard cannot be eliminated or controlled by using a single control method, the employer may use a combination of engineering controls, administrative controls and personal protective equipment.

What follows are examples of the various types of controls. They must be implemented in the order stated.

Engineering controls
Next to eliminating a hazard, controlling it at the source is the most effective means of preventing illness or injury to workers.

install physical barriers to protect those working alone
use equipment guards
use a forklift to lift heavy loads
ensure proper ventilation
Administrative controls

When elimination isn’t an option and engineered controls are not feasible, employers are expected to do what they can to introduce controls that change the way people work.

- Conduct a site-specific hazard assessment
- Develop safe work practices and procedures
- Provide training and supervision for workers
- Limit exposure time by rotating jobs
- Display warning signs

Personal protective equipment

Personal protective equipment (PPE) is an employer’s third line of defense for controlling hazards that cannot be eliminated. It’s introduced only after engineering and administrative controls are found to be unworkable for specific hazards.

- Wear approved footwear
- Wear safety glasses
- Wear respirators
- Wear protective gloves
- Wear reflective vests

**PPE can only be effective if workers use it properly.** The basic obligation to ensure workers use required PPE is shared between employers, supervisors and workers. **Directions about proper selection and use are in Part 18 of the Occupational Health and Safety Code.**

Every worker shall, while engaged in an occupation, ... at all times, when the nature of the work requires, use all devices and wear all personal protective equipment designated and provided for the worker’s protection by the worker’s employer or required to be used or worn by the worker by this Act, the regulations and the OHS Code.

*Occupational Health and Safety Act, Part 1, Section 5(1)(c)*

If a worker is required under the Act, the regulations or this Code to use or wear specific equipment or personal protective equipment, the employer and supervisor must ensure that the worker uses or wears the equipment or personal protective equipment at the work site.

*Occupational Health and Safety Code, Part 1, Section 3.2*
Implement the selected controls.

Once you’ve identified the hazards and selected the appropriate way to eliminate or control them, you need to **follow through with action**.

- Have a plan to implement the identified controls and to confirm they are effective.
- Be prepared to introduce temporary controls when more permanent solutions will take time to implement.

As an example, you’ll want to provide workers with hearing protection (personal protective equipment) until a sound barrier (an engineering control) can be established to control a noise hazard.

Communicate the hazards and follow the controls.

Workers have to know the hazards of their jobs and what to do to stay healthy and safe in light of those hazards.

A written hazard assessment and control report is an important part of making sure workers know the hazards associated with their work. Employers are required to prepare a report with the results from hazard assessments. This report must include what is being done to eliminate or control the hazards identified.

An employer must prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified.

**Occupational Health and Safety Code, Part 2, Section 7(2)**
### Formal hazard assessments

The report must be in writing, and it must be readily available for reference at the work site.

Every employer shall keep readily available information related to work site hazards, controls, work practices and procedures and provide that information to:

(a) the joint health and safety committee, if there is one, or health and safety representative, if there is one, at the work site,
(b) the workers, and
(c) the prime contractor, if there is one.

**Occupational Health and Safety Act, Part 1, Section 3(4)**

### Share the results at the work site

Make sure all affected workers are aware of and understand the hazards and follow or use the controls. How you do this will depend on your organization. Some approaches are:

- worker orientation/training sessions
- worker mentorship
- discussing both the hazards and the controls during safety meetings
- using regular internal communication channels or resources (for example health and safety committee or representative, newsletters, intranet forums)

Every employer shall ensure that workers engaged in the work of that employer are adequately trained in all matters necessary to perform their work in a healthy and safe manner.

**Occupational Health and Safety Act, Part 1, Section 3(2)**

Supervisors play a critical role in ensuring the workers they supervise know the hazards in their work area. (A supervisor is anyone who has charge of a work site or authority over a worker.)

Every supervisor shall...advise every worker under the supervisor's supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work.

**Occupational Health and Safety Act, Part 1, Section 4(b)**
Monitor the controls for their effectiveness.

When we introduce controls, we might end up introducing new workplace hazards. By regularly monitoring and evaluating the controls, confirming workers are following correct procedures, and making sure equipment is appropriate and in good working condition, we can anticipate problems before the health and safety of workers is negatively affected.

- eye protection might fog up, resulting in impaired vision
- engineered sound barriers might have a negative affect on airflow
Review and revise hazard assessments.

The workplace is always changing. To keep workers healthy and safe, employers are required to review an existing hazard assessment and revise it accordingly when a new task, work process, or equipment is introduced, or when there is a significant change to a work site.

Even when nothing has changed, hazard assessments must be reviewed periodically to prevent the development of unsafe and unhealthy working conditions.

An employer must ensure that the hazard assessment is repeated:

(a) at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions,

(b) when a new work process is introduced,

(c) when a work process or operation changes, or

(d) before the construction of significant additions or alteration to a work site.

Occupational Health and Safety Code, Part 2, Section 7(4)

Make sure to put the date on it.

It’s a legal requirement, but it also helps with record management at your end. You will want to retain up-to-date hazard assessments for the record.

An employer must ensure that the date on which the hazard assessment is prepared or revised is recorded on it.

Occupational Health and Safety Code, Part 2, Section 7(3)
Formal hazard assessment and control report (template)

<table>
<thead>
<tr>
<th>Job/position/work type:</th>
<th>Date of assessment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment performed by: (names)</th>
<th>Reviewed/ revised:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tasks (List all tasks/activities of the job/position)</th>
<th>Hazards (List all existing and potential health and safety hazards related to the identified tasks)</th>
<th>Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)</th>
<th>Date implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Elimination:</td>
<td>Eng: Admin: PPE:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elimination:</td>
<td>Eng: Admin: PPE:</td>
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<td>Eng: Admin: PPE:</td>
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<tr>
<td></td>
<td>Elimination:</td>
<td>Eng: Admin: PPE:</td>
<td></td>
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</tbody>
</table>

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.
Formal hazard assessment and control report (sample #1)

<table>
<thead>
<tr>
<th>Job/position/work type:</th>
<th>Date of assessment: January 3, 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer canvasser</td>
<td></td>
</tr>
</tbody>
</table>

Assessment performed by:
- Hana Park, Mgr Operations
- Andreas Gataki, Volunteer Coordinator
- Kate Burdett, Admin. Assistant
- Manny Bridges, Health and Safety Committee member

<table>
<thead>
<tr>
<th>Tasks (List all tasks/activities of the job/position)</th>
<th>Hazards (List all existing and potential health and safety hazards related to the identified tasks)</th>
<th>Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)</th>
<th>Date implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving to/from route</td>
<td>Adverse weather conditions</td>
<td>Elimination: Postpone to avoid snow storms and other extreme weather Eng: Confirm vehicle maintenance, wiper fluid and winter tires Admin: Schedule campaign for late spring, consult road report, follow organization’s safe work practices on Journey Management</td>
<td>December 9, 2022</td>
</tr>
<tr>
<td>Canvassing door-to-door</td>
<td>Slippery surfaces</td>
<td>Admin: Volunteer orientation training (video) and policy to reinforce the use of sidewalks and handrails where available PPE: Wear non-slip footwear</td>
<td>December 21, 2021</td>
</tr>
<tr>
<td>Robbery</td>
<td>Admin: Credit card payment enabled to reduce cash donations, direction to surrender cash in the event of robbery, money envelope to discretely store cash donations</td>
<td>November 4, 2022</td>
<td></td>
</tr>
<tr>
<td>Angry residents</td>
<td>Admin: Clear identification of volunteer role and organization, policy to avoid knocking on doors with “No Soliciting” signage, policy to refrain from entering homes, canvassers should always be visible from roadway</td>
<td>November 23, 2022</td>
<td></td>
</tr>
<tr>
<td>Working alone</td>
<td>Elimination: Require canvassers to go out in pairs Admin: Confirm working fully charged cell phone before start of shift and emergency contact cell phone numbers PPE: Personal security alarm</td>
<td>December 9, 2022</td>
<td></td>
</tr>
</tbody>
</table>

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. The Crown, its agents, employees or contractors will not be liable to you for any damages, direct or indirect, arising out of your use of this form.
### Formal hazard assessment and control report (sample #2)

<table>
<thead>
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<th>Job/position/work type:</th>
<th>Date of assessment:</th>
<th>Reviewed/revised:</th>
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<tbody>
<tr>
<td>Administration/office work</td>
<td>October 3, 2022</td>
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**Assessment performed by:**
Claire Miller, Branch Manager; Jabbar Akram, Sr. Accountant; Jorge Acosta, Engineer/Health and Safety Representative

<table>
<thead>
<tr>
<th>Tasks (List all tasks/activities of the job/position)</th>
<th>Hazards (List all existing and potential health and safety hazards related to the identified tasks)</th>
<th>Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)</th>
<th>Date implemented</th>
</tr>
</thead>
</table>
| Operating PC (general computer tasks) | Extended periods of sitting | Eng: Ergonomic set-up of workstation
Admin: Take micro-breaks to get up and stretch | September 21, 2022 |
| | Glare from monitor | Eng: Anti-glare screens on monitors | April 19, 2022 |
| Photocopying, faxing, stapling, hole punching | Repetitive motion | Admin: Take breaks as necessary | February 21, 2022 |
| Refilling toners | Contact with chemicals/toner | Admin: Place toner lid from new cartridge on the old cartridge to prevent exposure, WHMIS training
PPE: Use nitrile gloves | March 4, 2022 |
| Filing | Awkward positions | Admin: Use stool, take breaks to stretch if required | February 21, 2022 |
| | Struck by/crushed | Eng: Cabinet engineered to not allow more than one drawer to be open at a time (prevent tipping)
Admin: Ensure cabinets are loaded from the bottom up | May 25, 2022 |
| Operating paper shredder | Loose clothing or jewellery could be caught in shredder opening | Eng: Auto shut-off switch/automatic shut off
Admin: Ensure loose clothing, jewellery, long hair is tucked in before operating shredder, shredded on a different day | February 21, 2022 |

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### Formal hazard assessment and control report (sample #3)

<table>
<thead>
<tr>
<th>Job/position/work type:</th>
<th>Date of assessment: May 16, 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas station attendant</td>
<td></td>
</tr>
</tbody>
</table>

**Assessment performed by:**
Drago Jankovic, Owner; Drake Wilde, Attendant; Troy Liu, Attendant/Health and Safety Representative

<table>
<thead>
<tr>
<th>Tasks (List all tasks/activities of the job/position)</th>
<th>Hazards (List all existing and potential health and safety hazards related to the identified tasks)</th>
<th>Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)</th>
<th>Date implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cashier</td>
<td>Robbery</td>
<td>Eng: Physical barrier (kiosk) with limited public access, time lock safe on site inside kiosk; panic button installed, maintain good visibility into and out of the work site; video surveillance equipment installed and maintained. <strong>Admin:</strong> Post signage with max. cash on site message, worker training in safe cash handling procedures, limit the quantity of valuable items (for example lottery tickets, cash) present.</td>
<td>April 29, 2022</td>
</tr>
<tr>
<td>Working alone</td>
<td></td>
<td><strong>Admin:</strong> Worker training in working alone procedures; clear sightlines; after hours check-in schedule. <strong>PPE:</strong> Personal emergency transmitter.</td>
<td>April 29, 2022</td>
</tr>
<tr>
<td>Washroom maintenance</td>
<td>Exposure to chemicals/bio hazards</td>
<td><strong>Eng:</strong> Sharps containers. <strong>Admin:</strong> WHMS training, safe work procedures (for example sharps safe handling procedures). <strong>PPE:</strong> Disposable gloves.</td>
<td>May 9, 2022</td>
</tr>
<tr>
<td>Stocking items on shelves</td>
<td>Manual handling of materials</td>
<td><strong>Admin:</strong> Standard operating procedures for materials handling; safe lifting training.</td>
<td>April 29, 2022</td>
</tr>
</tbody>
</table>

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### Formal hazard assessment and control report (sample #4)

**Job/position/work type:** Shipper/Receiver

**Date of assessment:** June 3, 2022

**Assessment performed by:**
- Johannes Anderson Warehouse Manager
- Boris Phelps, Shipper/Receiver
- Mazaa Teka, Inventory Control Clerk/Health and Safety Representative

**Reviewed/revised:**

<table>
<thead>
<tr>
<th>Tasks (List all tasks/activities of the job/position)</th>
<th>Hazards (List all existing and potential health and safety hazards related to the identified tasks)</th>
<th>Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)</th>
<th>Date implemented</th>
</tr>
</thead>
</table>
| Operating compactor/baler | Contact with moving parts | **Eng:** Equipment safeguards in place as per manufacturer’s specifications  
**Admin:** Standard operating procedures for safe use of equipment | February 19, 2022 |
| Crushing/cutting | | **Eng:** Emergency shutdown switch, alarm  
**Admin:** Operator training  
**PPE:** Steel-toed footwear, protective gloves | March 9, 2022 |
| Loud noises | | **PPE:** Hearing protection | March 22, 2022 |
| Mechanical failure | | **Admin:** Pre-use inspection, Preventative Maintenance Policy | February 21, 2022 |
| Repetitive motion | | **Eng:** Ergonomic design of processing area  
**Admin:** Training in safe lifting, scheduled breaks, job rotation | March 7, 2022 |
| Operating forklift | Contact with moving equipment | **Eng:** Backup alarm  
**Admin:** Operator safety training | February 21, 2022 |
| Static posture | | **Eng:** Adjustable forklift ergonomics  
**Admin:** Scheduled breaks, job rotation | May 27, 2022 |

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# Formal hazard assessment and control report

**Sample #5**

## Job/position/work type:
Grocery/Back Room Attendant

## Date of assessment:
October 14, 2022

## Assessment performed by:
Nirmal Sharma, Supervisor; Marco Oliveira, Back Room Attendant; Marie Chaisson, Stockperson/Health and Safety Representative

## Reviewed/revised:

### Tasks (List all tasks/activities of the job/position)

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hazards</th>
<th>Controls</th>
<th>Date implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving</td>
<td>Unstable load/falling product</td>
<td>Admin: Worker to assess load for stability. If unstable to move, load off by hand until stable enough to move.</td>
<td>March 16, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PPE: Worker to wear steel-toed boots</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Trailer shift or trailer movement</td>
<td>Admin: Follow Safe Work Practice: Lock trailer to loading gate</td>
<td>April 4, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stacking/storing overstock onto racking system</td>
<td>Product falling off racking from heights</td>
<td>Admin: Stack materials appropriately, heavy items on bottom racks, make sure materials are secured and not leaning, boxes must not be crushed.</td>
<td>February 28, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PPE: Workers to wear hard hats and steel-toed boots</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stacking/storing overstock in coolers and freezers</td>
<td>Wet/slipping floors</td>
<td>Elimination: Clean up floors using proper clean-up procedures.</td>
<td>March 16, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PPE: Workers to wear slip-resistant steel-toed boots</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working in cold</td>
<td>PPE: Wear appropriate cold weather gear</td>
<td>October 3, 2022</td>
</tr>
</tbody>
</table>

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# Formal hazard assessment and control report (sample #6)

<table>
<thead>
<tr>
<th>Job/position/work type:</th>
<th>Date of assessment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuum Truck Operator / Skimmer</td>
<td>December 23, 2022</td>
</tr>
</tbody>
</table>

**Assessment performed by:**

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hazards</th>
<th>Controls</th>
<th>Date implemented</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-trip inspection</td>
<td>Exposure to moving equipment</td>
<td>Admin: Follow Safe Work Practice 001 - Controlled zone for pre-trip inspection (use of pylons) PPE: Reflective vest</td>
<td>December 19, 2022</td>
</tr>
<tr>
<td>Awkward access points</td>
<td></td>
<td>Eng: Engine bonnet designed to stay in open position with hydraulic rams in place Admin: Driver Training Module 11 covers hazards associated with pre-trip inspection PPE: Coveralls, work gloves, work boots, hard surface bump hat</td>
<td>December 19, 2022</td>
</tr>
<tr>
<td>Exposure to chemicals, fluids</td>
<td></td>
<td>Admin: Safe Work Practice 002 - Regular laundry of coveralls Admin: Use of funnels required when filling lubricants, fluids Admin: Review equipment list to ensure clean lines for transport of water PPE: Coveralls, work gloves, work boots, eye protection</td>
<td>December 19, 2022</td>
</tr>
<tr>
<td>Icy or slick access points and work steps</td>
<td></td>
<td>Admin: 3 point contact entry and exit of vehicle (Driver Training Module II)</td>
<td>December 19, 2022</td>
</tr>
<tr>
<td>Travel to site</td>
<td>Adverse weather conditions</td>
<td>Admin: Consult road report, follow company Safe Work Practice 003 - Journey Management</td>
<td>December 19, 2022</td>
</tr>
</tbody>
</table>

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View the current version of this publication at https://open.alberta.ca/publications/hazard-assessment-and-control-handbook
Appendix: Site-specific hazard assessments

Site-specific hazard assessments (also called field-level hazard assessments) are in fact an administrative control used to address hazards that show up as a result of changing circumstances at a work site.

- Site-specific hazard assessments check for hazards before work starts at a site and at a site where conditions change or when non-routine work is added. When workers travel to different work sites to perform work, a site-specific hazard assessment must be performed (for example, a work crew attends the scene of a downed power line to do repairs).

- Site-specific hazard assessments flag hazards identified at the location (for example overhead power lines, poor lighting, wet surfaces, extreme temperatures, the presence of wildlife), or introduced by a change at the work site (for example scaffolding, unfamiliar chemicals, introduction of new equipment).

- Site-specific hazard assessments also check to confirm that existing controls are in place (for example railings, equipment guards, personal protective equipment).

- Any hazards identified are to be eliminated or controlled right away, before work begins or continues.
Appendix: Site-specific hazard assessments

If a site-specific hazard assessment spots a hazard that was overlooked during the formal hazard assessment, the formal assessment should be updated to include it.

Who should be involved?

Those leading a site-specific hazard assessment must be competent in the task. They must understand the goal of the assessment, the work site environment, and the experience and skill levels of those who are working on site. Typically, the foreman or supervisor would take the lead because they have this scope of knowledge and experience.

How often should they be repeated?

Site-specific hazard assessments must be conducted at work sites where the work environment itself is subject to change due to changing conditions. Changes in weather, the arrival of new contractors and/or equipment, or the introduction of new work processes can trigger the need for another assessment.

Remember the goal of site-specific hazard assessments is to keep everyone healthy and safe. Reassess your work site as needed to stay on top of changing workplace hazards.

How do you do a site-specific hazard assessment?

There are different approaches to conducting a site-specific hazard assessment. What follows are a few basic steps.

**First:**
Take a look at the work site and figure out what the tasks are for the day.

You’ll want to consider the nature of the work that is being performed and who is scheduled to be doing it. This includes your workers, but may also include any other persons expected to be working on site that day.
Appendix: Site-specific hazard assessments

**Next:**
Identify any work site hazards.

Remember, a hazard is any situation, condition or thing that may be dangerous to health and safety.

- slippery surfaces
- uneven ground
- moving equipment or vehicles
- strong wind (blowing debris)
- extreme temperatures
- poor lighting
- missing controls
Appendix: Site-specific hazard assessments

Materials
Think about the **materials** being used at the work site, and the processes being followed.

Equipment
What kind of **equipment** is or is expected to be on site?

Environmental conditions
Are there any **environmental conditions** (for example rain, mud, wind) that could affect the site?

People
The **people** themselves should be a consideration here.
- What is the level of skill and experience on site?
- Are workers well trained/competent in performing the work?
- Are they working extra long shifts (likely to be overtired)?
- Are they under pressure to stay on a tight schedule?
- Are visitors on site?

Then:
Eliminate or control the hazards you’ve identified.

All of the hazards identified must be either eliminated or controlled before work proceeds.

If an existing or potential hazard to workers is identified during a hazard assessment, an employer must take measures in accordance with this section to

(a) eliminate the hazards, or

(b) if elimination is not reasonably practicable, control the hazard.

**Occupational Health and Safety Code, Part 2, Section 9(1)**

Wherever reasonable practicable, **eliminate hazards. If they cannot be eliminated, hazards must be controlled in the order listed on the following page.**
Appendix: Site-specific hazard assessments

Elimination

When elimination of the hazard is not an option, Alberta’s Occupational Health and Safety Code (Part 2, Section 9(2)–9(5)) establishes the hierarchy of controls to follow:

1st choice

Engineering controls –
Isolate people from the hazard.
- erect tarp to protect from the elements
- introduce guardrails
- cover an open hole

2nd choice

Administrative controls –
Change the way people work.
- put up signage
- adjust work schedule (delay outdoor work if possible)
- review/follow safe work procedures (from formal hazard assessment)

3rd choice

Personal Protective Equipment (PPE) –
Protect worker with personal protective equipment.
- wear cut-resistant gloves
- wear hard hats
- wear reflective vests
- wear eye protection
- wear safety harness
- wear approved footwear

Combination of controls

If the hazard cannot be eliminated or controlled by using a single control method, the employer may use a combination of engineering controls, administrative controls and personal protective equipment.
Appendix: Site-specific hazard assessments

And:

Be sure to communicate the results.

To stay healthy and safe, all affected workers need to be aware of and understand the hazards—and follow the controls. Employers have to ensure that health and safety information is readily available and provided to workers. They also have to ensure that workers have the training they need to work safely.

Every employer shall keep readily available information related to work site hazards, controls, work practices and procedures and provide that information to

(a) the joint health and safety committee, if there is one, or health and safety representative, if there is one, at the work site,

(b) the workers, and

(c) the prime contractor, if there is one.

*Occupational Health and Safety Act, Part 1, Section 3(4)*

Every employer shall ensure that workers engaged in the work of that employer are adequately trained in the all matters necessary to perform their work in a healthy and safe manner.

*Occupational Health and Safety Act, Part 1, Section 3(2)*

It is the supervisor’s responsibility to inform workers.

Every supervisor shall…advise every worker under the supervisor’s supervision of all known or reasonably foreseeable hazards to health and safety in the area where the worker is performing work,

*Occupational Health and Safety Act, Part 1, Section 4(b)*

The template and sample form on the next few pages cover the essential parts of a site-specific hazard assessment. You will want to customize the template so it applies to your specific work environment. If your organization faces a lot of common hazards in your work processes, consider including those as part of your form.
# Site-specific hazard assessment and control report

<table>
<thead>
<tr>
<th>Company name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Work to be done:</td>
<td>Date of assessment:</td>
</tr>
<tr>
<td>Task location:</td>
<td>Emergency meeting location:</td>
</tr>
</tbody>
</table>

## Identify the tasks and hazards below, and the plans to eliminate/control those hazards

<table>
<thead>
<tr>
<th>Tasks (List all tasks/activities)</th>
<th>Hazards (List both health and safety hazards and consider surrounding area)</th>
<th>Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Elimination:</strong> Eng: Admin: PPE:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Elimination:</strong> Eng: Admin: PPE:</td>
</tr>
</tbody>
</table>

## Please print and sign below (all members of the crew) prior to commencing work

By signing this form, you acknowledge that you understand the hazards and how to apply the methods to eliminate or control the hazards.

<table>
<thead>
<tr>
<th>Worker’s name (print)</th>
<th>Signature</th>
<th>Worker’s name (print)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s name: (print)</th>
<th>Supervisor’s signature:</th>
</tr>
</thead>
</table>
## Site-specific hazard assessment and control report (sample #1)

<table>
<thead>
<tr>
<th>Company name:</th>
<th>AB Vac Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of assessment:</td>
<td>May 13, 2022</td>
</tr>
</tbody>
</table>

### Work to be done:
Loading water on site

### Task location: North Yard

### Emergency meeting location: NE parking lot

### Identify the tasks and hazards below, and the plans to eliminate/control those hazards

<table>
<thead>
<tr>
<th>Tasks (List all tasks/activities)</th>
<th>Hazards (List both health and safety hazards and consider surrounding area)</th>
<th>Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival at site</td>
<td>Concurrent work - Multiple vehicles entering and exiting yard area where task is to be completed</td>
<td>Admin: Work area to be cordoned off with pylons - staff made aware of hazards. PPE: Wear high-visibility vests.</td>
</tr>
<tr>
<td>Setting up job</td>
<td>People present in work area conducting inspection</td>
<td>Admin: Workers provided orientation. Workers required to stay with assigned staff throughout job. PPE: Wear high-visibility vests, safety glasses and hard hats.</td>
</tr>
<tr>
<td>Preforming the job</td>
<td>Slip and fall as hole is being dug</td>
<td>Elimination: Remove trip hazards. Eng: If ground becomes too muddy add traction with gravel. Admin: Watch footing. PPE: Wear deals/slip-resistant steel-toed boots.</td>
</tr>
</tbody>
</table>

### Please print and sign below (all members of the crew) prior to commencing work

By signing this form, you acknowledge that you understand the hazards and how to apply the methods to eliminate or control the hazards.

<table>
<thead>
<tr>
<th>Worker’s name (print)</th>
<th>Signature</th>
<th>Worker’s name (print)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Allanovic</td>
<td></td>
<td>Mark Zuckloj</td>
<td></td>
</tr>
<tr>
<td>Steve Jobes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor’s name (print)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sylvester Stanley</td>
<td></td>
</tr>
</tbody>
</table>
# Site-specific hazard assessment and control report (sample #2)

<table>
<thead>
<tr>
<th>Company name:</th>
<th>Grab and Go Grocery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work to be done:</td>
<td>Installation of new rotisserie oven</td>
</tr>
<tr>
<td>Date of assessment:</td>
<td>February 2, 2023</td>
</tr>
<tr>
<td>Task location:</td>
<td>Deli</td>
</tr>
<tr>
<td>Emergency meeting location:</td>
<td>NW corner of parking lot</td>
</tr>
</tbody>
</table>

### Identify the tasks and hazards below, and the plans to eliminate/control those hazards

<table>
<thead>
<tr>
<th>Tasks (List all tasks/activities)</th>
<th>Hazards (List both health and safety hazards and consider surrounding area)</th>
<th>Controls (List the controls for each hazard: elimination, engineering, administrative, personal protective equipment or a combination thereof)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove old rotisserie oven</td>
<td>Greasy surfaces and floors</td>
<td>Eliminate: Clean the oven. Clean any visible grease off floor. Engineering: Tape the oven shut and wrap in plastic wrap to contain any residue. PPE: Wear appropriate steel-toed boots.</td>
</tr>
<tr>
<td>Install new rotisserie oven</td>
<td>Awkward lifting/position</td>
<td>Engineering: Use a cart to transport oven. Admin: 2 person lift. Follow safe work procedures for lifting.</td>
</tr>
<tr>
<td></td>
<td>Exposure to electricity</td>
<td>Engineering: Lock out electrical for oven until fully installed.</td>
</tr>
</tbody>
</table>

### Please print and sign below (all members of the crew) prior to commencing work

By signing this form, you acknowledge that you understand the hazards and how to apply the methods to eliminate or control the hazards.

<table>
<thead>
<tr>
<th>Worker’s name (print)</th>
<th>Signature</th>
<th>Worker’s name (print)</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley Smith</td>
<td></td>
<td>Emma Rose</td>
<td></td>
</tr>
<tr>
<td>Hannah Kwame</td>
<td></td>
<td>Angela Martin</td>
<td></td>
</tr>
</tbody>
</table>

**Supervisor’s name:** (print) Andrew Young  
**Supervisor’s signature:** Andrew Young

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Additional resources

**Government of Alberta – Guide to OHS: Employers**
ohs-pubstore.labour.alberta.ca/LI009

**Government of Alberta – Guide to OHS: Supervisors**
ohs-pubstore.labour.alberta.ca/LI010

**Government of Alberta – Guide to OHS: Workers**
ohs-pubstore.labour.alberta.ca/LI008

**Government of Alberta – Health and safety committees and representatives**
ohs-pubstore.labour.alberta.ca/LI060

**Government of Alberta – Occupational health and safety and the internal responsibility system**
ohs-pubstore.labour.alberta.ca/LI051

**Government of Alberta – Occupational health and safety starter kit**
ohs-pubstore.labour.alberta.ca/BP035

**Government of Alberta – OHS Act, Regulation and Code**
alberta.ca/ohs-laws.aspx

**Canadian Centre for Occupational Health and Safety (CCOHS) – Job safety analysis**
ccohs.ca/oshanswers/hsprograms/job-haz.html

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View the current version of this publication at https://open.alberta.ca/publications/hazard-assessment-and-control-handbook
Occupational health and safety legislation

This handbook is current to February 2023.

It references:

Occupational Health and Safety Act, SA 2020 cO-2.2 (current as of December 1, 2021)
Occupational Health and Safety Regulation, AR 184/2021 (current as of December 1, 2021)
Occupational Health and Safety Code, AR 191/2021 (current as of December 1, 2021)

The current occupational health and safety legislation is available online at:

alberta.ca/ohs-act-regulation-code.aspx

You can buy official printed versions of the Occupational Health and Safety Act, Regulation and Code Handbook from Alberta King’s Printer:

alberta.ca/alberta-kings-printer.aspx

Suite 700, Park Plaza
10611 − 98 Avenue
Edmonton, AB T5K 2P7

780-427-4952 (Toll free in Alberta: 310-0000 before the phone number)

kings-printer@gov.ab.ca
Contact us

**Occupational Health and Safety Contact Centre**

- Edmonton and surrounding area: 780-415-8690
- Toll-free in Alberta: 1-866-415-8690

**For the deaf or hard of hearing (TTY)**

- In Edmonton: 780-427-9999
- Toll-free in Alberta: 1-800-232-7215

Or connect with us online

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