



**Branscome Confidential**

This document is the property of Branscome and may not be copied or disclosed to others without authorization.

<b>Subject:</b>	<b>SH – 12 – Hazard Assessment Program</b>	<b>Page - 1 -</b>
<b>Issued By:</b>	<b>Corporate Safety Office</b>	<b>Effective Date: 11/01/11</b>

**1.0 Purpose**

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

**2.0 Scope**

This program applies to all Branscome Companies facilities and operations, including construction and utility worksites.

**3.0 Roles and Responsibilities**

- 3.1 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.
- 3.2 Superintendents/Project Coordinators: Are responsible for the implementation of the hazard assessment program. They will, with direction and assistance from the Manager and Safety Specialist, outline the company's expectations and assign specific responsibilities to the foremen/front line supervisors. They will review, monitor, and enforce program expectations.
- 3.3 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 Safety Specialist for further review and record keeping. They will ensure workers are trained in hazard assessment program expectations, and monitor and enforce those expectations.
- 3.4 All Employees: Will actively and whole heartedly participate in the Hazard Assessment Program, striving to always be aware of their surroundings and on the lookout for potential new hazards, and report potential new hazards to their supervisor.



**Branscome Confidential**

This document is the property of Branscome and may not be copied or disclosed to others without authorization.

<b>Subject:</b>	<b>SH – 12 – Hazard Assessment Program</b>	<b>Page - 2 -</b>
<b>Issued By:</b>	<b>Corporate Safety Office</b>	<b>Effective Date: 11/01/11</b>

**4.0 Definitions**

**5.0 References**

5.1 29CFR1910.132(d)

**6.0 Program Elements**

6.1 Hazard Assessment Requirements

- Supervisors must ensure all work sites are assessed for existing and potential hazards before work begins at the site or prior to the construction of a new site.
- All results 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 available for review at any time by affected workers
- 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 changes, or
  - before significant change to a worksite
- Supervisors must ensure workers are involved in the hazard assessment and control, and inform affected workers, including subcontractors, of identified hazards and methods of control as they become involved in the work site.

6.2 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 control by:



**Branscome Confidential**

This document is the property of Branscome and may not be copied or disclosed to others without authorization.

<b>Subject:</b>	<b>SH – 12 – Hazard Assessment Program</b>	<b>Page - 3 -</b>
<b>Issued By:</b>	<b>Corporate Safety Office</b>	<b>Effective Date: 11/01/11</b>

- 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.)
- 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: Paving at night, weekend, or off peak hours to achieve traffic concessions for road paving.)
- Personal Protective Equipment- if a hazard cannot be eliminated or controlled, proper protective equipment must be used. (Example: reflective vests, hard hats, signs, barricades, reduced speed signs, etc., to help control hazards during road paving.)

If the hazard cannot be eliminated or sufficiently controlled, 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.)

**6.3 Steps To Complete A Hazard Assessment:**

- Gather employees and subcontractors that will be involved, if possible.
- Discuss possible hazards with the group.
- Tour the entire job site.
- Look for all hazards involving materials, utilities, environment, equipment and people.
- Encourage discussion on all hazards identified to flush out any not so obvious hazards.



**Branscome Confidential**

This document is the property of Branscome and may not be copied or disclosed to others without authorization.

<b>Subject:</b>	<b>SH – 12 – Hazard Assessment Program</b>	<b>Page - 4 -</b>
<b>Issued By:</b>	<b>Corporate Safety Office</b>	<b>Effective Date: 11/01/11</b>

- Mark all items that need attention on the Hazard Assessment form.
- Review all hazards and rate according to priority.
- Identify actions required to eliminate/control hazards.
- Identify who will be responsible and ensure that they take necessary steps.
- Identify the emergency plan, first-aiders and any special hazards that may be present on that particular site.
- ENSURE the Hazard Assessment is reviewed, all hazards eliminated or controlled, and signed off and a copy forwarded to the office.

## **7.0 Training**

All employees shall receive training in the Hazard Assessment Program during the New Employee Safety Orientation Program. Specific training on application of hazard assessments and the proper selection of PPE or safe work practices shall be provided the employee by his department. Training must be completed prior to the assignment of any work requiring the use of PPE or the selection/application of a safe work practice.

## **8.0 Documentation**

- 8.1 Employees shall be trained and evaluated by their supervisor to ensure that the employee is aware of all the requirements to carry out the procedure. This training shall be documented and remain on file as long as the employee remains with Branscome. When the employee terminates from Branscome, the records shall be archived for thirty years. Whenever new hazards are identified, a hazard assessment for that hazard shall be generated.
- 8.2 To ensure that Hazard Assessment Program is thoroughly understood and properly used, its application shall be regularly reviewed during normal departmental self-auditing activities. These audits shall be documented and copies sent to the Regional Safety Specialist.
- 8.3 The Regional Safety Specialist shall perform a thorough documented annual review of each site's Hazard Assessments. This document will be forwarded to site management for review and shall be maintained on file for three years.



**Branscome Confidential**

This document is the property of Branscome and may not be copied or disclosed to others without authorization.

<b>Subject:</b>	<b>SH – 12 – Hazard Assessment Program</b>	<b>Page - 5 -</b>
<b>Issued By:</b>	<b>Corporate Safety Office</b>	<b>Effective Date: 11/01/11</b>

8.4 If a violation of this program occurs, the supervisor of the work activity being performed shall initiate and document an investigation in accordance with the Incident Investigation Procedure.

**9.0 Document History**

<b>Number</b>	<b>Effective Date</b>	<b>Author</b>
Original	May, 2006	
Revision 1	January, 2012	Alvin Trotman



**Branscome Confidential**

This document is the property of Branscome and may not be copied or disclosed to others without authorization.

<b>Subject:</b>	<b>SH – 12 – Hazard Assessment Program</b>	<b>Page - 6 -</b>
<b>Issued By:</b>	<b>Corporate Safety Office</b>	<b>Effective Date: 11/01/11</b>

Appendix A – Worksite Hazard Assessment Form

The following form is to be used for Work Site Hazard Assessments. Hazard Assessment Forms can be obtained from Supervisors or Regional Safety Specialist.

<b>Job/Facility</b> _____		<b>Assessment Location:</b> _____				
<b>Date:</b> _____		<b>Assessment Team:</b> _____ (Name / Position)				
<b>Time:</b> _____		_____				
<b>Reviewed By:</b> _____						
<b>Utilities:</b>	<b>Hazard Yes/No</b>	<b>Describe Hazard/ Control (if present on site)</b>		<b>Site:</b>	<b>Hazard Yes/No</b>	<b>Describe Hazard/ Control (if present)</b>
<b>Underground:</b>				Confined space		
Gas				Traffic Conditions		
Electric				Speed Limits		
Telephone				Detours Required		
Television				Other Contractors		
Other				Flag People required		
<b>Above Ground:</b>				Dust Control		
Temporary Installations:				Visibility of Personnel		
Power Cords:				Lighting		
Transformers:				Access & Egress		
Lines				Movement of Equipment		
<b>Emergency Services # (available?)</b>	<b>YES</b>	<b>NO</b>		Material Handling & Stockpiling		
<b>911</b> Medical				Fire Extinguishers		
<b>911</b> Fire				Environmental Concerns		
<b>911</b> Police				First Aid Station		
Gas				Bathroom Facilities		
Electric				Storage Facilities		
Telephone				Violence/worker safety		
Other				Working Alone		
				Emergency Response		
<b>Add Hazards and Controls not fully covered above: (Prioritize all hazards based on <u>severity</u> and <u>timing</u>)</b>						