

TOOLBOX SAFETY TALK

A **Hazard Assessment** is a written document that identifies all of the hazards at a worksite, and outlines how the employer will eliminate or control those hazards. This includes identifying training that workers need to make hazard controls effective.

Hazard assessments must show who conducted them and the date they were done.

A **Risk Assessment** looks at the hazards that were identified to determine how dangerous they are.

1. How likely is it that the hazard can hurt someone?
2. How bad of an injury or an illness can the hazard cause?

The more likely a hazard can hurt someone, combined with how severe a resulting injury may be, determines the level of risk (low to high).

Rating risk helps to prioritize which hazards to control first, including making the decision to not do work that day if it can't be controlled and the risk is too high.

FIELD LEVEL HAZARD ASSESSMENTS

Field level assessments look at conditions at the work site **before work begins**. They assess information that is only available at the site.

You need to assess:

- the **people** who are working that day (shift):
 - Are they the right people to do the work?
 - Do they have enough experience, training and supervision?
 - Are they rested fit for work?
- the **equipment**:
 - Is it maintained and in safe operating condition?
- the **materials** workers are using:
 - Is it the right material for the job according to engineers and manufacturers?
- the **environment**:
 - Will the weather or temperature affect the work?

- the **procedures**:

- Do they match the conditions of the day?

Without the assessment, workers cannot appropriately manage for specific hazards of the day.

AT THE WORK SITE

Together, the supervisor and the workers need to:

- Have clear direction on how and to whom they report something that isn't safe.
- Review each job step by step and identify possible hazards.
- Assess risk in relation to the conditions of the day.
- Identify ways of controlling the risk, or reschedule the day's work until controls are in place.
- Record hazards you see, how you assessed them, and how you will control them.

ARE YOU PERFORMING FIELD HAZARD/RISK ASSESSMENTS?

- Review the process your organization uses to assess safety at the worksite.
- If you do not have a field level hazard assessment form, you can use a notebook or toolbox log book to document and share the information.
- Do you have checklists that reflect the type of work your organization performs?
- Are your supervisors and workers documenting the conditions of the day (shift)?
- Where and how does your organization share, file, and maintain the documentation?

OHS COMMITTEES REVIEW FIELD LEVEL HAZARD/RISK ASSESSMENTS

Reviewing of Field Level Assessments helps to identify if controls are working. Reviews will show if there are trends that may need to be addressed in a formal way through the OHS program (for example: more training, review of contractor management, or a new policy).