1.0 PURPOSE

1.01 To implement procedures to identify hazards at the University of Windsor.

1.02 A hazard is a condition, practice, behaviour or situation, or a combination of these, that can cause injury or illness in people, or damage to property. Uncontrolled hazards may cause problems that range from minor nuisances to serious consequences and even death.

2.0 BACKGROUND

2.01 Hazards are broken down into two types, Health and Safety:

Examples of Health Hazards are:
- Chemical: compressed gases, solvents
- Physical: noise, vibration, heat, cold, radiation
- Ergonomic: workplace design, repetitive motion, force and posture
- Biological: bacteria, viruses, fungi, parasites, insects

Examples of Safety Hazards are:
- Machine: moving parts, rotating shafts, belts, pulleys, blades, saws
- Energy: pneumatics, hydraulics, steam, heat, electricity, kinetic
- Material Handling: manual and mechanical handling (hand carts, conveyors)
- Work Practices: deviation from safe work practices

2.02 Contributing factors that cause hazards: PEMEP (People, Equipment, Materials, Environment and Process)

People: The actions people take, or do not take, can create hazards in the workplace. Knowledge of and training in appropriate procedures are critical to avoid unsafe behaviours. Appropriate administration, leadership and supervision help ensure procedures and safe practices are followed.

Equipment: The tools and machines people use and work near can be hazardous. Look for unsafe or unhealthy conditions
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<th>Hazard Recognition Assessment and Control</th>
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<td>PO-HS-004</td>
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- inadequate guarding or barriers
- defective tools and equipment
- incorrect tools and equipment for the job
- inadequate warning systems

**Materials:** The improper handling and wrong type of raw materials, products, and hazardous chemicals can result in explosion, fires and exposure to toxic chemicals and physical agents.

**Environment:** Some hazards are created by the work environment:
- condition of surfaces where people walk or where things are placed
- overcrowding and inadequate ventilation
- inadequate lighting, extreme temperatures and noise
- inadequate housekeeping

**Process:** The combination of the four factors in any type of production is process. It involves the flow of work and includes design, organization, pace and type of work. By products such as heat, noise, dust, vapours, fumes and scrap materials may be created by the process.

2.03 **Recognition Assessment and Control of hazards: RAC**

**Recognizing Hazards:**
- personal observations and concerns
- identification by a knowledgeable skilled person
- inspections
- investigations
- examining records
- task and process analysis

**Assessing Hazards:**
- compare collected data to existing standards
- compare to applicable Acts and Regulations
- compare to applicable CSA Standards
- compare to MOL Standards/Guidelines
- compare to Manufacturer’s recommendations
Subject: HAZARD RECOGNITION ASSESSMENT AND CONTROL

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Control Activities:
- prevention through proactively
- immediate response to issue items
- minimize, substitute, and eliminate worker’s exposure to harmful effects of hazards
- effective return to work programs

3.0 PROCEDURE FOR RECOGNIZING HAZARDS

Observation and Worker Concerns
Inspections
Investigations
Examining Records
Task and Process Analysis

3.01 Observation and Worker Concerns

The University of Windsor acknowledges that the most common method of recognizing hazards is by general observation and addressing worker concerns. Individuals in the workplace may notice hazards or have concerns regarding potential hazards. These concerns should be reported to their Manager or Supervisor.

Workers who become aware of hazards are required by the Occupational Health and Safety Act to report these hazards to their Manager or Supervisor.

The existence of hazards indicates inadequate, substandard or deteriorated control, practices or working conditions.

Managers and Supervisors are required to be competent persons and act in a duly diligent manner respecting health and safety issues, as prescribed by legislation, and to take every precaution reasonable to protect workers. Managers and Supervisors, therefore, should address Workers concerns to determine if there is a hazard or if control should be improved.
3.02 Workplace Inspections

The University of Windsor will utilize Workplace Inspections as a regular method of recognizing hazards. Workplace Inspections conducted by trained University of Windsor Inspectors will identify hazards that could endanger the health and safety of anyone in the workplace.

(i) Workplace Inspections are intended to:
- identify and record potential and actual hazards
- identify any hazards that require immediate attention
- ensure that existing health and safety standards and procedure are met
- ensure that existing controls are working
- collect information to assist the CSC (Central Safety Committee) or health and safety representative make recommendations for corrective action

(ii) Workplace Inspection includes:
- Scheduled Inspections conducted on a regular pre-planned basis by the designated CSC Member or health and safety representative
- Spot Inspections conducted by Managers or Supervisors as part of their safety and due diligence responsibilities
- Maintenance Inspections conducted by Supervisors as part of their regular duties and daily operations
- Pre-Operation Checks completed before beginning a work activity that uses potentially hazardous equipment

3.03 Investigations

The University of Windsor will utilize information gathered from an investigation as an important method of recording hazards. Investigations will be conducted to gather information on the root causes of an incident or situation that may have caused an illness, injury, or damage to property.

Investigations assist in:
- identifying immediate and root cause of the incident, injury or illness
• analyzing information gathered to determine ways to prevent future incidents, injuries and illnesses
• assist the CSC or health and safety representative make recommendations that will prevent future incidents, injuries or illnesses
• improving or updating policies, procedures and training programs
• ensuring compliance with the Occupational Health and Safety Act and regulations
• investigations, must, by law, be completed after a critical injury or fatality

3.04 Examining Records

The University of Windsor will examine records to assist in recognizing patterns and frequencies of injuries and illnesses. Trends may become apparent and proactive prevention methods will be focused on these areas.

(i) Workplace Records Include:
• First Aid reports
• WSIB claims
• Incident reports
• CSC Inspection reports
• Investigation reports
• MSDS (Material Safety Data Sheets)

(ii) Information gathered from examining records will be used to:
• identify injuries illnesses and trends
• measure the effectiveness of the University of Windsor’s Health & Safety Program
• raise awareness of health and safety
• assist the CSC or health and safety representative in making and prioritizing recommendations
• support decisions affecting health and safety
3.05 Task or Process Analysis
(JSA Job Safety Analysis) (JHS Job Hazard Analysis)

The University of Windsor supports the fact that task and process analysis is an excellent method of recognizing potential hazards. Task process analysis involves breaking a job or process down into individual steps and carefully looking for hazards at each step by examining the specific step and its relationship to the other steps. Task analysis looks at the individual tasks of a single job.

Task and process analysis will include the persons doing the jobs, as these persons can provide valuable information on how work is performed and where problems or concerns may exist.

Process analysis looks at the sequence of jobs or the relationship between jobs that make up the complete process of providing the service or making the product from beginning to end. The impact and involvement of the contributing factors (PEMEP People Equipment Materials Environment Process) at each step is included in the analysis.