



City of St. John's Corporate and Operational Policy

Policy: 03-07-29 Hazard Assessment Policy

Status:

Issued By: Human Resources

Revision No: 1

Revision Date: 2009/11/09

**Date of Original Council
Approval:**

2003/06/24

Rescind Date:

Index: 03 Human Resources

Section: 07 Health and Safety

Title: 29 Hazard Assessment Policy

Purpose

To ensure all potential workplace Hazards have been identified and evaluated and controls have been developed and implemented to minimize the potential Hazard.

Policy Statement

All departments shall complete a Hazard Assessment and develop controls to mitigate identified Hazards.

Responsibilities:

Managers shall:

- ensure a Hazard Assessment is completed for their division and Safe Work Practices are developed;
- ensure all Supervisors, and Employees are trained in the Safe Work Practices;
- ensure all Supervisors enforce the Safe Work Practices;
- review Safe work Practices every two (2) years and update as necessary.

Supervisors shall:

- instruct and review the Safe Work Practices with all Employees ;
- ensure all new or transferred Employees are advised of and are familiar with the Safe Work

- Practices prior to commencing their duties;
- review Safe Work Practices with employees who have been away from the Division for more than three (3) consecutive months;
 - ensure Employee compliance with the Safe Work Practices;
 - monitor the Safe Work Practices to ensure they are effective;
 - in the event of a significant change in a work process and/or an altered piece of equipment, a new Hazard Assessment must be completed and reviewed by all appropriate Employees;
 - review Safe Work Practices with employee every three (3) years.

Employees shall:

- review and comply with the Safe Work Practices that are applicable to their job.

JOHSC/WSHR shall:

- review Hazard Assessments and the applicable Safe Work Practices.

Application

Responsibilities

All employees.

Definitions

References/Appendix

Monitoring and Contravention

Approvals

Finance and Administration Standing Committee report - June 17, 2003; Regular Meeting of Council - June 24, 2003; Finance and Administration Standing Committee report - October 28, 2009; Regular Meeting of Council - November 9, 2009.

Review Period

Available to Public

- ☒ Yes
☐ No

