


Subject: Hazard Identification and Control Risk Assessment Procedure	Number:			
	Distribution: Safety Management Manual			
Approval: <i>Original signed</i>	Developed by:			
				
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Revision # :	Initial			

1. Assessing Risk:

Hazards need to be assessed to determine the degree of risk posed to workers. Risk represents the odds that a hazard will cause harm. When determining the degree of risk to workers, we consider two main factors: probability - an estimation of likelihood that a hazard will cause harm; and severity - the seriousness of the harm that can result from the hazard.

RISK = Probability & Severity
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A Risk/Hazard Matrix is a method of evaluating the possible risks/hazards to determine which hazards need to be controlled first. Hazards with the highest risk that affect the most workers should receive the greatest attention. A Risk Matrix has been developed to assist the end user in the hazard assessment process and provides a guideline for the implementation of corrective actions.

The Risk Assessment Procedure provides guidelines with an expected time frame in which corrective action should be implemented. Delay in implementation of corrective measures could increase the probability of an incident.

STEP (1) Severity (Potential)	
I	Workplace Fatality
II	Serious Injury to Workers (e.g., Lost time/permanent disability)
III	Moderate Injury to Workers (e.g., Medical treatment)
IV	Minor impact (e.g., First aid)

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STEP (2) Probability	
A	Possibility of Repeated Incidents (e.g., Daily, continuous or frequent)
B	Possibility of Occurring Sometime (e.g., once per week to once per month)
C	Possibility of Isolated Incidents (e.g., occurring a few times a year)
D	Not Likely to Occur (e.g., once per year)
E	Practically Impossible (e.g., highly unlikely, but remotely possible)

2. Risk/Hazard Matrix Assessment:

- a) For each action item listed using the Risk/Hazard Matrix:

Step 1 - Consider the **severity** that this type of incident or exposure could occur.

Step 2 - Consider the **probability** if an incident or exposure of this nature were to occur.

Step 3 - Cross reference the severity (numeral) with the probability (alphabet) on the Risk Assessment Matrix to obtain a Hazard Risk Ranking.

- b) Hazard Risk Ranking provides a reasonable guideline that can be used as a gauge to indicate how quickly corrective actions need to be implemented in any given situation.
- c) This matrix should be used in all safety related decisions as a guide to assist management and workers in understanding the priority for corrective actions necessary within the facility/department.

Example: Worker using a mobile lift to reposition a client.

Severity (II) & Probability (A) = Hazard Risk Ranking (3) Black

Example: Worker not wearing hearing protection while travelling through a 95 decibel area

Severity (IV) & Probability (B) = Hazard Risk Ranking (14) White

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Step (3) Hazard Risk Ranking						
Severity	Probability					
	A	B	C	D	E	
I	1	2	5	6	10	10.5
II	3	4	7	11	15	
III	8	9	12	16	18	
IV	13	14	17	19	20	
Priority	Major		Moderate		Low Hazard	

3. Corrective Actions:

MAJOR	Black 1 – 5	Resolve within 24 hours	<p>REQUIRED: A procedure, practice, training, PPE</p> <p>MAY REQUIRE: A policy, other certification</p>
MODERATE	Grey 6 – 10	Resolve within 1 week	<p>REQUIRED: A practice, training, PPE</p> <p>MAY REQUIRE: A policy, procedure, other certification</p>
LOW	White 10.5 - 20	Resolve within 1 month	<p>REQUIRED: A practice, training</p> <p>MAY REQUIRE: A policy, procedure, PPE, other certification</p>

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DEFINITIONS

FREQUENCY: Frequency is included in the probability category. Frequency is how often a worker comes in contact with the hazard; how many workers will be exposed to the hazard how many times a day. Both parts of consideration are important as the more workers exposed the greater the frequency; however, one worker exposed to the hazard many times a day also increases the risk.

HAZARD: A situation that poses a level of threat to life, health, property or environment.

HAZARD IDENTIFICATION: Recognition through formal or informal process of a dangerous object, event, behavior or condition that could cause injury or loss.

JOB HAZARD ANALYSIS (JHA), JOB SAFETY ANALYSIS (JSA), JOB TASK ANALYSIS (JTA): The process of systematically evaluating a job, task, process or procedure to identify hazards and their associated risks, and then eliminating or reducing the risks or hazards to as low as reasonably practicable in order to protect workers from injury.

INCIDENT: An unwanted, unplanned event that results in or could have resulted in a loss (production, property or human).

OTHER CERTIFICATION: Specialized training with regard to a particular profession (e.g., power mobile equipment).

PERSONAL PROTECTIVE EQUIPMENT (PPE): A device or item of apparel worn to protect a worker from a hazard or facilitate rescue and utilized as the last line of defense.

POLICY: A written statement which expresses the commitment, philosophy, experience, wisdom and belief of an organization's senior management for future guidance towards the attainment of stated goals.

PRACTICE: A standardized method for doing a generic job or operation with minimum risk.

PROBABILITY: The likelihood of something happening.

PROCEDURE: A step-by-step method for doing a specific job; the procedure usually results from a hazard analysis, and is usually used for high risk tasks.

SEVERITY: The seriousness of the harm that can result from the hazard.

TRAINING: Giving information and explanation to a worker with respect to a particular subject matter and requiring a practical demonstration that the worker has acquired knowledge or skill related to the subject matter.