

Sample Site Specific Hazard Assessment Process

Source: Government of Alberta, Jobs, Skills, Training and Labour. 2015. *Hazard Assessment and Control: A Handbook for Alberta Employers and Workers*. Alberta Queen's Printer.

A site-specific hazard assessment (also called field-level) is performed before work starts at a site and at a site where conditions change or when non-routine work is added.

Site-specific hazard assessments check for the introduction of any unexpected hazards, or hazards for which additional controls may be needed. Any hazards identified during a site-specific hazard assessment must be addressed right away, before work begins at the location.

If a site-specific hazard assessment recognizes a hazard that was overlooked by the formal assessment, the formal assessment should be updated to include it.

There are different approaches to conducting a site-specific hazard assessment. What follows is a sample process that involves five key steps.

1. Figure out what tasks will take place on site today
 - a. You'll want to consider the nature of the work that is being performed and who is scheduled to be doing it. This includes your workers but may also include any other workers or crews scheduled to be on site for the day.
2. Identify hazards.
 - a. Remember, a hazard is any situation, condition or thing that may be dangerous to the safety or health of workers.
 - b. Think about the materials being used at the work site, and the processes being followed. What kind of equipment is or is expected to be on site? Are there any environmental conditions (e.g. rain, mud, wind) that could affect the site?
 - c. The people themselves should be a consideration here. What is the level of skill and experience on site? Are workers well trained/competent in performing the work? Are they working extra long shifts (likely to be overtired)? Are they under pressure to stay on a tight schedule? Are visitors on site?
3. Eliminate or control the hazards.
 - a. There is no point to prioritizing the hazards identified during a site-specific hazard assessment. All of the hazards identified should be either eliminated or controlled before work proceeds.
4. Communicate the hazards and follow the controls.
 - a. The employer is legally required to inform affected workers about the hazards identified in a hazard assessment, and the measures introduced to control the hazards. Workers are required to follow/use the controls. Having all affected workers review and sign the completed site-specific hazard assessment is a good way to confirm the information has been shared.
5. Repeat when there are changes to the work site.
 - a. A site-specific hazard assessment must be repeated if conditions at the work site change. They must also be dated and should be retained for the record.

Sample Site-Specific Hazard Identification, Assessment and Control Worksheet

Company name:	
Work to be done:	Date of assessment:
Task location:	Emergency meeting location:

Tasks (list all tasks/activities)	Hazards (List both health and safety hazards and consider surrounding area)	Plans to eliminate/control (List the controls for each hazard: Elimination, engineering, administrative, PPE)

Please print and sign below (all members of the crew) prior to commencing work.

By signing this form, you acknowledge that you understand the hazards and how to apply the methods to eliminate or control the hazards.

Worker's name (print)	Signature	Worker's Name (print)	Signature

Supervisor's name (print)	Supervisor's signature