



Hazard Assessment, Elimination and Control Procedure

Overview

The purpose of hazard assessment, elimination and control procedure is to ensure all existing hazards including those that arise due to change, are identified and promptly reported as required by the Occupational Health and Safety Act of Saskatchewan.

Procedure

All hazards with the potential for injury, illness, damage to property or the environment or other loss to the organization.

Responsibilities:

Employees:

- Report hazards promptly to the safety officer or their supervisor
- Complete section 1 of the "Hazard Report Form"

Safety officer:

- Complete section 2 of hazard report forum within 24hrs
 - a. Outline recommendations to control hazards
 - b. Forward to Safety committee
 - c. Receive response from Safety committee
 - d. Record items not yet completed
 - e. Provide copies of the completed report to the employee and safety committee
- Maintain record system for reported hazards
- Confirm completion of recommendations implemented
- Assist on identifying hazard reports with the greatest impact on health and safety activity.

Manager/Supervisor:

- Complete section 4 of the Hazard report form in a timely manner and issue work orders or direction for completion and recommendations not already underway.
- Return completed form to the Safety officer
- Assist on identifying hazard reports with the greatest impact on health and safety activity.

CEO: 

Date: 03/02/2011



Hazard Report Form

Section 1- to be completed by employee reporting the hazard	
Name:	date
location	Reported to:
Nature of Hazard:	
Suggestion for control/correction:	
Employee signature:	
Section 2- to be completed by Safety Officer	
Name:	Date:
Comments:	
Action recommendations/actions taken:	
Safety officer signature:	
Section 3- to be completed by safety committee	
Date received:	Completion Date:
Comments/further recommendations:	
Section 4- to be completed by Manager/Supervisor	
Date received:	Completion Date:
Comments:	
Action planned/Action Taken indicate target Date)	
Date returned to Safety officer:	
Date copy given to employee:	
Date copy forward to safety committee	
Hazard Rating: (circle hazard) high medium low	