

**TITLE: WORKPLACE HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL
POLICY**

Date of Approval: October 15, 2013;
November 17, 2016

Effective Date: Immediate

Mandatory Review Date:
5 years

Approved By:

☐ Board of Governors

☒ Executive Committee

☐ Senate

1. PURPOSE

To recognize, assess and control existing and potential health and safety hazards associated with worker activities and the work environment to minimize worker exposure to hazards.

2. SCOPE

This policy applies to every Worker, as defined below, of Sheridan

3. DEFINITIONS

Controls: Measures/barriers put into place to eliminate or reduce the risk of exposure to a hazard.

Hazard: Anything that has a potential to cause harm, injury or damage to a worker, property or the environment. It is often associated with a condition or activity that, if left uncontrolled, can result in adverse consequences.

Hazardous Condition: Circumstances which could permit the occurrence of an incident.

Hazardous Act: Behaviour by an individual which could permit the occurrence of an incident.

Incident: Any event that results or has the potential to result in an injury, illness, death, environmental damage, or property damage.

Joint Health and Safety Committee (JHSC): A group of workers and supervisors in a workplace that serves to make recommendations to and monitor the employer's health and safety program to improve the health and safety of all workers.

Non-Routine Work: A job task that, due to the changes in the environment, process or equipment, requires the task to be performed in a non-standard manner.

Supervisor means a person who has charge of a workplace (i.e. is responsible for the space) or authority over a worker (i.e. issues instructions or has authority to hire and terminate workers). At Sheridan this includes Vice Presidents, Directors, Deans, Managers, Associate Deans, Supervisors and any other person that has charge of a workplace or worker.

Worker means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

1. A person who performs work or supplies services for monetary compensation.
2. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
3. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
4. A person who receives training from an employer, but who, under the Employment Standards Act, 2000, is not a worker for the purposes of that Act because the conditions set out in subsection 1(2) of that Act have been met.
5. Such other persons may be prescribed who perform work or supply services to an employer for no monetary compensation.

4. POLICY STATEMENT

Sheridan is committed to protecting Workers against workplace injuries and occupational illnesses. Sheridan promotes and supports proactive hazard identification, thorough assessment of the Hazard and implementation of proper control to minimize the risk of occupational hazards to Workers.

4.1 ROLES AND RESPONSIBILITIES

4.1.1 Employer

Sheridan will:

1. Take every precaution reasonable in the circumstances for the protection of a worker by establishing a Hazard Identification, Assessment and Control process.

2. Provide advice and guidance to the Supervisors in the development and implementation of safe operating procedures/safe work instructions for every activity rated as a high Hazard.
3. Inform worker about Hazards in the workplace and provide information, written instruction, training, coaching and supervision necessary to ensure that safe work procedures are followed.
4. Share the results of the Hazard Identification Assessment Control process with the Joint Health and Safety Committee (JHSC).

4.1.2 Supervisors

Supervisors will:

1. Ensure that workers are informed about hazards in the workplace and provide information, written instruction, training, coaching and supervision necessary to ensure that safe work procedures are followed.
2. Ensure safe operating procedures or work instructions for every activity rated as a high hazard are developed and implemented.
3. Ensure that any new work practices or conditions or non-routine work are assessed for hazards with workers.
4. Take part in any training or information session deemed mandatory and offered by Sheridan regarding safe work practices or control measures.

4.1.3 Workers

Workers will:

1. Report existing and/or potential hazardous acts or conditions to their supervisor.
2. Follow any controls put in place by Sheridan to minimize risks posed by hazards.
3. Take part in any training or information session regarding safe work practices or control measures.

The Responsible Office Shall Be:

Occupational Health and Safety Services

Contact / Support: ohsservices@sheridancollege.ca

5. RELATED DOCUMENTATION (Procedures/Additional Policies/Forms)

[Health and Safety Procedure \(H.S.P.\) – How to Report a Hazard Workplace Hazard Assessment Form](#)

[Health and Safety - Incident Reporting and Investigation Policy](#)