

# **WORKPLACE HAZARD ASSESSMENT**

## **1.0 PURPOSE**

To provide a policy whereby City supervision can adequately evaluate each job and work site of City employees; evaluating and identifying job hazards with the goal to minimize employee exposure to those hazards. This policy will also assist in the selection of Personal Protective Equipment (PPE) to every affected employee, who as part of their job descriptions, are exposed to numerous chemical, physical and environmental hazards occurring at the workplace.

## **2.0 SCOPE**

All City departments.

## **3.0 DEFINITION**

**WORKPLACE HAZARD ASSESSMENT (WHA)** means an analysis of the tasks and duties of a position to identify the hazards that an employee in that position would be exposed to, and the identification of engineering steps, safety equipment, and training needed to minimize employee exposure to the identified hazards.

## **4.0 PROCEDURES**

4.1 The Supervisor/Superintendent of the affected position shall review the work conducted by an employee in the position to determine the following:

4.1.1 What hazards the employee is exposed to during the course of performing the work for the position. Concerns to be addressed include:

4.1.1.1 Is there danger of striking or being struck by an object?

4.1.1.2 Is there the possibility of becoming caught in, on, or between objects (in machinery for example)?

4.1.1.3 Can the employee slip, trip, or fall on one level or from one level to another?

4.1.1.4 Is there possibility of straining from pushing, pulling or lifting?

4.1.1.5 Is there a potential environmental hazard (i.e., toxic fumes, vapors, or hazardous chemicals) involved in the job?

4.1.1.6 What injuries and accidents have occurred in this position in the past?

4.1.2 Next, steps can be taken to remove or reduce any of the hazards identified in 3.1.1. Such steps may include changes to the job, equipment, or procedures.

- 4.1.3 If that is not possible, determine what personal protective equipment is required for this position. Is PPE currently being used adequate? Supervision can review section 4.0 for assistance.
- 4.1.4 What special training and/or certifications are required for this position?
- 4.1.5 Are current written procedures adequate to protect the employee from the identified hazards?

## 5.0 **WORKPLACE HAZARD ASSESSMENT DOCUMENT**

- 5.1 A Workplace Hazard Assessment has been developed and certified by the Safety & Health Office.
- 5.2 The WHA is to be reviewed by Division heads every three years. Any additions or deletions will be annotated within that division's WHA master copy.
- 5.3 The Division heads will review this document with all employees and annotate it on a Personal Protective Equipment Training Certification form. A master log will be kept by all division heads and copies sent to the Management Services Office for review.