



TOWN POLICY

ADMINISTRATION POLICY:

HAZARD IDENTIFICATION & CONTROL DIRECTIVE

DEPARTMENT: Safety

POLICY NUMBER: SA-157

EFFECTIVE DATE: September 17, 2024

SUPERSEDES: New

UPDATED: September 17, 2024

UP FOR REVIEW: May 1, 2027

Policy Statement:

It is the Policy of the Town of Cardston to have a continuing process of Hazard Identification within the Municipality.

The purpose of this policy is to:

The purpose of hazard identification is to ensure hazards that pose a threat to the well being of the municipality's workers, other workers and visitors are identified and evaluated so that they can be eliminated or controlled. Hazard identification includes the process of identifying hazards at all work sites within the municipality and then evaluating them in terms of risk so that situations creating the greatest risk are dealt with on a priority basis. This complete process can be referred to as a hazard assessment.

Department Managers, Supervisors and/or operators, or their assigned delegate, are responsible for the implementation and administration of a hazard assessment program in their respective work areas.

At each work site a review of any new hazard assessments will be provided to the workers, other workers and visitors by each department manager, supervisor and/or operators, or their assigned delegate.

For new work sites or for work sites where equipment or other changes have taken place since the previous assessment, designated teams of workers, made up of competent employees, shall carry out a new complete hazard assessment.

For other work sites where there have been no changes from the previous assessment, the Department Manager or designated worker shall, at minimum, review the previous hazard assessment information and verify that it continues to be accurate. Each formal hazard assessment shall be





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reviewed at least once every 3 years and updated if necessary. If a new hazard is found either by inspection or through an incident investigation or if a new piece of equipment is added the hazard assessment will need to be updated and reviewed by all employees, other workers and visitors.

Individuals that are Responsible are:

- Public Works - Director of Engineering and Public Works or Public Works Foreman
- Water & Wastewater - Director of Engineering and Public Works or Water Foreman
- Electrical Department - CAO or Electrical Foreman
- Parks & Recreation - Director of Corporate Services or Parks & Rec. Foreman
- Administration - Director of Corporate Services

At all temporary or seasonal work sites, the supervisor or designated worker responsible for the work being carried out shall complete a hazard assessment, with the assistance of affected workers, before the work begins.

Members of the Joint Health and Safety Committee, supervisors and staff who are involved in the Hazard Identification process shall receive either hands on or formal training for this activity.

Department Managers, Supervisors or Foreman shall review and sign off on all hazard assessments conducted with in their area of responsibility.

REVISION HISTORY

Date	Description
	New Policy
January 23, 2024	Updated to comply with OHS Act
September 17, 2024	Updated to comply with OHS Act

APPROVAL: *Jeff Shaw* **DATE:**.....**September 17, 2024**

Chief Administrative Officer, Jeff Shaw

(signed copy kept in CAO policy binder)

