



# TOWN POLICY

## ADMINISTRATION POLICY:

# Hazard Identification and Control Directive

**DEPARTMENT:** Safety

**POLICY NUMBER:** SA-157

**EFFECTIVE DATE:** June 17, 2019

**SUPERSEDES:** New

**UPDATED:** April 2, 2025

**UP FOR REVIEW:** April 2, 2028

### Policy Statement:

As employee safety is paramount, hazards present at work sites must be identified and evaluated so that they may be eliminated or controlled.

### The purpose of this policy is to:

Provide processes and delineate responsibility for hazard identification, evaluation, and mitigation, in order that work can proceed safely.

## 1. Definitions

- (1) Department Head: the employee of highest rank in the following departments: Electrical, Golf, Office and Finance, Municipal Enforcement, Parks and Recreation, Public Works, and Water and Wastewater.
- (2) Hazard Assessment: the process of identifying, evaluating, and controlling for situations, conditions, or things present at a Work Site that may be dangerous to health and safety. Hazard Assessments may take any of the following forms:
  - (a) Standard Operating Procedures
  - (b) Formal Work Site Inspections
  - (c) Work Site Assessments
- (3) Task: an action or series of actions which must be conducted in accordance with Standard Operating Procedures.
- (4) Work Site: a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation. Work Sites may take any of the following forms:
  - (a) New: a location where a worker has not engaged in any work before.
  - (b) Temporary/Seasonal: a Work Site at which work is not intended to last indefinitely.



This policy is subject to any specific provisions of the Municipal Government Act or other relevant legislation. **Page 1 of 4**



# TOWN POLICY

**TITLE: Hazard Identification and Control Directive**

**POLICY NUMBER: SA-157**

(c) Regular: a Work Site at which work is intended to last indefinitely.

(5) Worker: employees and contractors engaged in an occupation on behalf of the Town of Cardston.

(6) Visitor: anyone present at a Work Site who is not a Worker.

## 2. Guidelines

(1) Responsibilities

ROLE	RESPONSIBILITIES
Employees (all)	<ul style="list-style-type: none"><li>• Participate in the completion and review of Hazard Assessments in accordance with section 3.</li><li>• Participate in the creation and amendment of Hazard Assessments as required</li></ul>
Department Head	<ul style="list-style-type: none"><li>• Lead the completion, review, and updating of Hazard Assessments in accordance with section 3.</li><li>• Create new Standard Operating Procedures and Formal Work Site inspections as required and submit them to the Safety Coordinator</li><li>• Provide a copy of the current Work Site Assessment to Visitors present at New and Temporary/Seasonal Work Sites</li><li>• Review and sign all Standard Operating Procedures and Formal Work Site inspections conducted within their department</li></ul>
Safety Coordinator	<ul style="list-style-type: none"><li>• Advise and oversee Department Heads as to their Responsibilities under this Policy</li><li>• Ensure all Hazard Assessments are current and available to all Employees</li><li>• Create and approve new Hazard Assessments and assign them to departments as required</li></ul>
Chief Administrative Officer	<ul style="list-style-type: none"><li>• Review and sign all Formal Work Site Inspections</li></ul>





# TOWN POLICY

**TITLE: Hazard Identification and Control Directive**

**POLICY NUMBER: SA-157**

## 3. Procedure

(1) Standard Operating Procedures (SOP) shall be reviewed and updated as follows:

ROLE	REVIEWED	UPDATED
Employees (all)	<ul style="list-style-type: none"><li>Prior to the commencement of a Task which the Employee has not undertaken before, and annually thereafter</li><li>Each time an SOP relevant to their position is updated</li></ul>	<ul style="list-style-type: none"><li>Each time a work process forming part of an SOP relevant to their position changes</li><li>Every three years</li></ul>

(2) Work Site Assessments shall be completed at all New and Temporary/Seasonal Work Sites as follows:

ROLE	COMPLETED
Employees (present)	<ul style="list-style-type: none"><li>Prior to the commencement of work</li><li>Each time a previously unidentified hazard becomes known</li></ul>

(3) Formal Work Site Inspections shall be

- (a) completed in accordance with the *Inspection of Town Facilities* policy, and
- (b) reviewed and updated at all Regular Work Sites as follows:

ROLE	REVIEWED	UPDATED
Employees (all)	<ul style="list-style-type: none"><li>Prior to the commencement of work at a Regular Work Site where the Employee has not worked before, and annually thereafter</li><li>Each time the Formal Work Site Inspection is updated</li></ul>	<ul style="list-style-type: none"><li>Each time a previously unidentified hazard becomes known</li></ul>





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## REVISION HISTORY

Date	Description
June 17, 2019	New Policy
January 23, 2024	Updated to comply with OHS Act
September 17, 2024	Updated to comply with OHS Act
April 2, 2025	Significant reformatting, clarify rolls and responsibilities.

**APPROVAL: Jeff Shaw** ..... **DATE: April 3, 2025** .....  
*Chief Administrative Officer, Jeff Shaw* ..... *(signed copy kept in CAO policy binder)*

