

Hazard Recognition and Assessment Standard

Purpose:

The purpose of this standard is to outline and clarify BPC's process for the identification and the risk assessment of potential workplace hazards BPC's staff may be exposed to during the course of their daily work duties.

Definitions:

BPC:	Burlington Paving Company Limited
HSMS:	Health and Safety Management System
SC:	Safety Coordinator
JHSC:	Joint Health and Safety Committee
HSR:	Health and Safety Representative

Scope:

This standard applies to all persons working for BPC.

Roles and Responsibilities:

BPC's management is responsible for establishing and maintaining a process whereby hazards are identified and assessed by a competent persons(s) and that risks will be prioritized by potential risk. BPC will ensure that workers are consulted in regards to potential risk factors and have the opportunity to contribute. Management will ensure that any new hazards that may be introduced because of process changes, product introductions or alterations and/or new equipment introductions are assessed, documented and communicated to the appropriate personnel.

It is the responsibility of the SC to provide to management and the JHSC information they may require to carry out and analyze risk factors. Including but not limited to sector specific data, hazard reports, injury and illness reports, inspections, investigation, monitoring and measuring results. Provide necessary hygiene assessments job task analysis and ergonomic assessments.

It is the responsibility of the Estimator to fill out form E2.2 Field Level Risk Assessment when visiting a potential site during the quotation phase. They must also maintain a digital copy of the assessment in the quotation file; then the job file on the server and ensure that any potential risk factors are accounted for in the planning process and are communicated to field staff prior to the commencement of site activities.

JHSC members will take into account the above available information in the assessment and implementation of control measures regarding identified risk factors.



All employees are responsible to report any perceived hazard to management. Form E2.2 has been developed to assist in the reporting process and will be reviewed upon submission.

Procedures:

BPC Limited has in place documents to record the following:

- Hazard reporting
- First Aid reporting and procedures
- Injury and illness reporting
- Incident investigations
- Workplace inspections and
- Job/task analysis
- Form E2.2 – Field Level Risk Assessment
- Form E2.2- Hazard Assessment and Reporting Form

Copies of each form is kept in each employee binder, each Crew Supervisor carries blank forms in their document file in each respective truck as well as each crews safety member.

At least once per annum the cumulative summary of all document submissions will be reviewed and left open for discussion with members of the JHSC. When analysis is being done, workers will be given the opportunity to participate in the information collection and process development. The JHSC will utilize this information along with MOL Guidelines, material safety data sheets and any relevant CSA Standards and any other information deemed of value. Identified hazards will be prioritized and dealt with in a high risk first approach.

Communication:

This standard will be communicated to staff at orientation and reviewed at Spring start up meeting, and reviewed when necessary.

Documentation:

- Documentation in employee binders for blank forms
- Initialed pages of binder to be kept on file at 1412 Plains Road West.
- JHSC meeting minutes
- E2.6 Critical Tasks Listing and Accommodations