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Site-Specific Hazard Assessment Instructions

Page 1

- At the top, record date, work location, company name, and name of prime contractor (where applicable).
- **Weather** Indicate if weather will affect the work. Circle all of the current weather conditions and record the current temperature. *(Note: A change in weather conditions is a good time to repeat the hazard assessment.)* Review the weather forecast for the day.
- **Work Description** Describe the work to be done. Include applicable work permit information.
- **Work Site Parties** Record if other contracted employers and/or self-employed persons are at the work site. You should discuss the results of the hazard assessment with them (where applicable).

Page 2

- Review the hazard assessment process, examples of hazards, and the hierarchy of controls. *(This form adopts the Government of Alberta's 5-step site-specific hazard assessment model. For more information see Hazard Assessment and Control: a handbook for Alberta employers and workers (BP018), available from the Government of Alberta's OHS Resources portal.)*

Pages 3 and 4

- Complete hazard assessment following the steps listed on page 2.
- **Tasks** Identify the tasks to complete the job.
- **Hazards** For each task, identify actual or potential hazards.
- **Controls** For each hazard, list the controls you will implement. *(Remember, eliminate hazards whenever possible. If a hazard cannot be eliminated, use the Hierarchy of Controls on Page 2.)* Use the Comments/Actions section on page 6 if you need more space.
- **Worker Participation** Every crew member should print their name and company, and initial the form in the Pre-Job column before work begins, in the Reassessment columns after each reassessment is done, and in the End of Shift column at the end of shift. The supervisor and a representative of any other contracted employer or self-employed person at the site (where applicable) should review and sign the form.
- **Reassessment** Whenever work site conditions change, repeat the assessment. Record newly identified hazards and their controls. *(Important: Report newly identified hazards to your supervisor.)* Use the Comments/Actions section on page 6 if you need more space.

Page 5

- **Emergency Response** Complete review of emergency response plan. Identify locations for first aid kit/AED, fire extinguishers, eye wash station, and muster point. Record name(s) of first aider(s) and emergency contact numbers.
- **Toolbox Talk (optional)** Use this space to record notes for/from toolbox talks/safety meetings.

Page 6

- **Shift Close Out** Complete checklist at end of shift.
- **Comments/Actions** Record comments, notes, or actions taken or other important information throughout the shift. Use this space as needed to record additional hazards, controls, reassessments, etc.

Hazard Icon Credits

Weather/temperature icons by ET-ARTWORKS from iStock, www.istockphoto.com/ca/portfolio/ET-ARTWORKS Sharp objects, PME, and vehicle exhaust truck icons by Kanate Chainapong, www.123rf.com/profile_kanate
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	Yes	No
ERP Reviewed	☐	☐
First Aid Kit / AED	Location _____	
Fire Extinguishers	Location _____	
Eye Wash Station	Location _____	
Muster Point	Location _____	
First Aider(s)	Name(s) _____	
Emergency Number or Radio Channel	_____	

Topic	Toolbox Talk (optional)
Inspection or Incident review	
Action Items	

Page 5

	Yes	No
Is the area clean?	☐	☐
Is the job complete?	☐	☐
Are permits closed out?	☐	☐
Were there incidents?	☐	☐

[illegible]

Site-Specific Hazard Assessment (Crew)

Date: _____

Location: _____

Company: _____

Prime Contractor: _____
(if applicable)

Work affected by weather? Yes ☐ No ☐

Current Conditions (circle)

				
Clear	Partly cloudy	Overcast	Wind	Rain
				
Lightning/ Thunderstorm	Freezing Rain	Snow	Fog	Smoke/ Haze

Temperature: _____

Forecast reviewed? Yes ☐ No ☐

Work Description	

(description)	
Permit Required?	Yes ☐ No ☐
Permit #	

Work Site Parties

Are other contracted employers or self-employed persons at the work site?

Yes☐ No☐

Have hazards been communicated?

Yes☐ No☐

Hazard Assessment Process

- Step 1 Identify the tasks for the job
 Step 2 Identify the hazards associated with the tasks
 Step 3 Eliminate or control the hazards
 Step 4 Communicate hazards and controls with affected workers
 Step 5 Repeat when there are changes to the work site

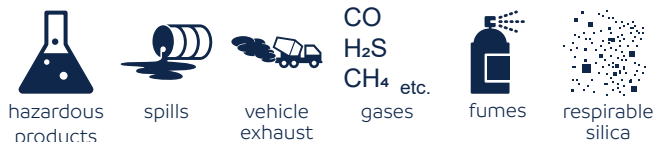
Examples of Hazards

Note: other hazards than these examples may be present

Physical



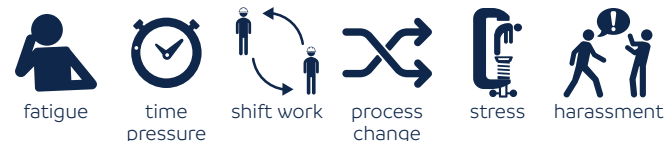
Chemical



Biological



Psychological



Eliminate hazards whenever possible.

If elimination is not possible,
use the Hierarchy of Controls

Hierarchy of Controls

- First Choice – Engineering
 Second Choice – Administrative
 Third Choice – Personal Protective Equipment
 Fourth Choice – Combination of controls

Tasks (steps to complete job)	Hazards (actual or potential)	Controls (engineering, administrative, PPE)
1	a)	a)
	b)	b)
	c)	c)
2	a)	a)
	b)	b)
	c)	c)
3	a)	a)
	b)	b)
	c)	c)
4	a)	a)
	b)	b)
	c)	c)
Worker Participation		
Name	Company	Pre-Job
Print	Print	Initial
Print	Print	Initial
Print	Print	Initial
Print	Print	Initial
Print	Print	Initial
Print	Print	Initial
Supervisor Review		
Contracted Employer Review		
Reassessment		

Important: report all newly identified hazards to supervisor

Time _____

Newly identified hazard(s)

Controls

Time _____

Newly identified hazard(s)

Controls