

Policy Title: Hazard and Risk Assessment	Approved by: Director, People & Organizational Culture	Reference # 127-HR-17
Applies to: All City of Regina Branches	Dates:	
	Effective:	06-Dec-2017
	Last Review:	23-Mar-2021
	Next Review:	23-Mar-2024
Authority: Based on Corporate Policy Framework		

1.0 Purpose

The purpose of the Hazard and Risk Assessment (HARA) policy is to provide the overall structure and guidance necessary to ensure that all work activities are assessed in order to identify existing and potential risks to the health or safety of workers and that reasonably practicable measures will be taken to eliminate, reduce or control those risks.

2.0 Scope

This standard applies to all City of Regina employees and contractors.

3.0 Definitions

Hazard	Any activity, condition or substance that has the potential to cause injury, illness, disease or damage to property or equipment
Control	A means of eliminating or reducing the risk of a hazard causing harm to as low as reasonably possible.
Risk	The combination of the likelihood and the severity of an occurrence that could result in any unwanted result such as injury, illness, property damage or loss of production.
Field Level Risk Assessment (FLRA)	A hazard and risk assessment process used to identify immediate hazards at the worksite and to ensure adequate controls are in place.
Job Safety Analysis (JSA)	Is the process of systematically evaluating a job task, process or procedure to identify hazards and their associated risks, and then eliminating or reducing the risk to as low as reasonably practicable in order to protect workers from injury, damage to equipment or a loss of production.
Standard Operating Procedure (SOP)	A written, step-by-step instruction on how to safely perform a task from beginning to end

4.0 Policy

Each Department will ensure that all work activities are assessed in order to identify hazards, to assess the risk posed by the identified hazards relative to the health and safety of the involved workers, and to identify reasonably practicable measures to reduce those risks by eliminating, reducing or controlling the identified hazards.

Each Department will implement hazard identification and risk assessment processes that meet the Corporate Standard. Failure to comply with the policy may result in disciplinary action up to and including termination.

To evaluate risk, the following Risk Matrix will be used:

Risk Rating Matrix

		First Aid or Property Damage <\$1k	Medical Aid or Property Damage \$1k<\$10k	Loss Time Injury or Property Damage \$10k<50k	Permanent Disability, Serious Incident, Dangerous Occurrence or Property Damage \$50k<\$100k	Fatal(s) Property Damage >\$100k
Likelihood	Inevitable 1:1	5	10	15	20	25
	Likely 1:10	4	8	12	16	20
	Unlikely 1:100	3	6	9	12	15
	Highly Unlikely 1:1,000	2	4	6	8	10
	Remote 1:10,000	1	2	3	4	5
	Severity	Minor	Moderate	Serious	Major	Catastrophic
Consequences						

Red = Stop work and call a Manager/Supervisor. Steps must be taken to reduce ranking.

Yellow = Proceed with caution. Supervisor must approve work before it commences.

Green = Proceed with work.

The Risk Assessment Process conducted by each department will include, but not be limited to, the following:

1. Annual Hazard and Risk Assessment
 - a. An annual hazard and risk assessment will be required by each department identifying the highest workplace health and safety risks. Inspection records, incident and near miss investigations, injury reports, incident statistics, OHC minutes etc. can be evaluated to assist.

- b. Each department will establish objectives, goals and action plans for the year based, in part, on their hazard and risk assessment. This assessment and subsequent action plan is to be reviewed on a quarterly basis to ensure that the objectives will be met.
- c. This is to be conducted by the Management Team and OHC co-chairs. The objectives are to be reviewed by the respective ELT member.

2. Office Level Risk Assessment:

- a. An annual office hazard and risk assessment will be required for all office employees using the corporate template and following the Office HARA Standard.

3. Job Safety Analysis (JSA)

- a. A Standard Operating Procedure (SOP) is to be in place for all routine and non-routine job tasks and job processes with a risk-ranking of medium or higher.
- b. A Job Safety Analysis (JSA) must be conducted prior to developing the SOP. If the SOP currently exists, then the JSA must be conducted at the review date of the SOP.

4. Field Level Risk Assessment (FLRA)

- a. A pre-job hazard and risk assessment must be conducted at the job site to review the adequacy of the job plan and ensure that all hazards and the corresponding controls have been identified and are in place.
- b. The FLRA is required for all field employees and must include any contractors involved in the work.
- c. The FLRA can be completed individually or as a crew provided the workers are exposed to the same hazards.

5.0 Roles & Responsibilities

Manager/Director & Executive Director	<ul style="list-style-type: none"> ▪ Ensure that this policy is followed by Branch Employees ▪ Ensure that hazard and risk assessments are conducted ▪ Ensure that the SOP's are current and JSA's are used to develop the SOP's ▪ Ensure that the Standards associated with this Policy are followed by Branch Employees ▪ Ensure annual objectives, goals and action plans are tracked and reviewed on a quarterly basis.
Supervisory Staff	<ul style="list-style-type: none"> ▪ Ensure SOP's are followed ▪ Comply to the Standards associated with this Policy

	<ul style="list-style-type: none"> ▪ Ensure their employees comply to the Standards associated with this Policy ▪ Address Health and Safety Issues in a timely manner ▪ Participate in hazard and risk assessments ▪ Ensure employees' FLRA's are conducted before work commences
Employees	<ul style="list-style-type: none"> ▪ Follow the SOP's ▪ Conduct FLRA's as required ▪ Follow the Standards associated with this Policy ▪ Raise safety issues as they arise ▪ Look after their co-workers ▪ Actively participate in hazard and risk assessments
Corporate Safety	<ul style="list-style-type: none"> ▪ Shall comply to the Policy and the associated Standards ▪ Shall conduct audits and report findings as required. ▪ Assist the Branch's to comply with the Policy and the associated Standards. ▪ Provide general and specialized training when requested.

6.0 Related Forms

Corporate Safety or Branch "Job Safety Analysis"
 Corporate Safety or Branch "Standard Operating Procedures"
 Corporate Safety or Branch "Field Level Risk Assessment"
 Corporate Safety or Branch "Office Hazard And Risk Assessment"

7.0 Reference Material

City of Regina – Chapter 9, Corporate Safety Manual
 CSA Z1002-12 Hazard Identification & Elimination & Risk Assessment & Control
 Section 12 & 22 of the *Saskatchewan Occupational Health and Safety Regulations, 1996*

8.0 Revision History

Effective Date	Description of Change	(Re)-Approval Required (y/n)
29-Nov-2017	Initial Release.	Yes
23-March-2021	First Revision	Yes