



**POLICY 4.1**  
**WORKPLACE HAZARD ASSESSMENT IDENTIFICATION**

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Department: Occupational Health and Safety      Date Approved: April 19, 2013  
Rescinds:      Board Res. No: 063/04/19/13

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**PURPOSE:**

To ensure that all hazards that pose a threat to the well-being of all Company workers are identified and evaluated so that they can be eliminated or controlled.

**SCOPE:**

Hazard identification includes the proactive process of identifying all hazards at all work sites within the Company 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.

**POLICY:**

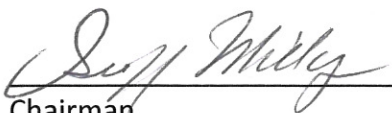
Members of the Joint Health and Safety Committee are responsible for carrying out a hazard assessment on all permanent work sites within the Company at least once per calendar year. For new work sites or for work sites where changes have taken place since the previous assessment, the Committee shall carry out a complete hazard assessment. For other work sites where there have been no changes from the previous assessment, the Committee shall, at a minimum, review the previous hazard assessment information and verify that it continues to be accurate.

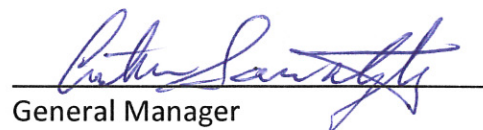
At all temporary or seasonal work sites, the supervisor responsible for the work being carried out shall complete a hazard assessment, with the assistance of some affected workers, before the work begins.

Members of the Joint Health and Safety Committee and supervisors who are involved in the hazard identification process shall receive training in this activity.

Department managers and the General Manager shall review and sign off on all hazard assessments conducted within their area of responsibility and provide copies to the Joint Health and Safety Committee.

In January of each calendar year the Joint Health and Safety Committee will establish a site visitation schedule and assign members to conduct the site hazard assessments.

  
Chairman

  
General Manager