

## HAZARD IDENTIFICATION AND CONTROL PLAN

The Seven Oaks School Division's plan to identify existing hazards and potential dangers to workers and others including the measures used to reduce or eliminate or control these dangers as well as the procedures to be followed in an emergency.

### POLICY STATEMENT

#### **The Seven Oaks School Division shall:**

- Identify all existing and potential risks that may cause injuries or illnesses.
- Take all reasonable steps to reduce, eliminate or control identified and potential risk to workers.
- Take health and safety into consideration in purchasing decisions, and select the least hazardous products where reasonably practical.
- Plan for responding to emergency situations.
- Monitor the workplace for known and potential hazards and emergencies.
- Provide concern forms for employees, managers and others to report hazards.
- Require workers, supervisors and others to report hazards.
- Assess the risk of those hazards actually hurting workers.
- Implement effective controls where required.
- Ensure supervisors are accountable for taking effective corrective action.

### RESPONSIBILITIES

#### **Seven Oaks School Division:**

- Identify, assess and control hazards and potential dangers.
- Develop written safe work procedures.
- Inform workers.
- Train workers with regards to required control measures to keep themselves and others safe at work.
- Ensure that an emergency response plan is developed for tasks.
- Maintain a MSDS system.

#### **Supervisors:**

- Identify all existing and potential hazards and risks to workers or others in their work areas.
- Assist in implementing measures to reduce or control identified risks.
- Include hazard identification, reporting, control strategies as part of new worker orientation.
- Ensure worker compliance with safe work procedure.
- Report hazards and concerns to management.
- Follow divisional procedures in an emergency.
- Include employees' and unions' help in regards to hazard identification.
- Inspect tools, equipment regularly.

**Workers:**

- Comply with safe work procedures.
- Inform their supervisor of hazards and potential dangers encountered in their workplace.
- Work with supervisors to resolve hazardous situations.
- Inspect tools, equipment before use.

**Workplace Safety and Health Committees:**

- Assist the employer and supervisors to identify, assess and control hazards and potential dangers.
- Monitor the effectiveness of implemented controls.
- Assist with training programs for workers regarding hazards.
- Conduct regular inspections.
- Encourage workers to discuss their concerns.
- Review accident/incident, concern forms in an effort to resolve, reduce, eliminate hazards.

**Safety Coordinator:**

- Assist in developing inventory lists for all departments.
- Maintain files of all inventory lists and make changes and additions that are brought forward.
- Review MSDS sheets with workplace committees, managers, supervisors, employees to identify hazards.
- Consult committees in preparing and updating hazardous lists.