



FORMAL HAZARD ASSESMENT

INSTRUCTIONAL GUIDE

1.1 Instructions

A formal hazard assessment is a critical step in ensuring the health and safety of employees in the workplace. This instructional manual will guide you through the process of conducting a thorough hazard assessment to identify potential risks and implement necessary controls.

1.2 Formal Hazard Assessment Development Process

1.2.1 Step 1: Form a Hazard Assessment Team

- Identify a team of individuals with diverse knowledge and expertise, including employees, supervisors, and safety representatives.
- Ensure the team has a clear understanding of the workplace processes, tasks, and potential hazards.

1.2.2 Step 2: Gather Information

- Develop a Position Inventory and Task List to account for all job positions.
- Review existing documentation, such as safety manuals, incident reports, and safety data sheets, to identify known hazards.
- Conduct walkthrough inspections of the workplace, observing each area and task carefully.
- Encourage employees to provide input on hazards they have encountered or are concerned about.

1.2.3 Step 3: Identify Hazards

- Consider potential physical, chemical, biological, ergonomic, and psychosocial hazards to identify known hazards associated with specific positions and tasks.
- Utilize [Energy Safety Canada's Energy Wheel](#) to assist in the hazard identification process.
- Document identified hazards associated with each job or task, noting their description, and potential risks using a Formal Hazard Assessment Template.

1.2.4 Step 4: Assess Risks

- Evaluate the severity and likelihood of each identified hazard.
- Use a risk matrix or scoring system to prioritize hazards based on their potential impact.
- Determine the level of risk associated with each hazard (low, medium, high) to aid in setting control priorities.

1.2.5 Step 5: Control Measures

- Develop control measures to mitigate or eliminate identified hazards.

Sensitivity Level: External

Current approved documents are maintained online. Printed copies are uncontrolled.



- Follow the hierarchy of controls: eliminate hazards where possible, implement engineering controls, establish administrative controls, and provide personal protective equipment (PPE) as a last resort.
- Consider feasible and practical solutions that best protect employees' health and safety.

1.2.6 Step 6: Implement Controls

- Assign responsibilities and timelines for implementing control measures.
- Ensure proper communication and training of employees on the new controls.
- Monitor the effectiveness of controls and make necessary adjustments as needed.

1.2.7 Step 7: Documentation and Review

- Document the formal hazard assessments, control measures, and any changes made.
- Review the formal hazard assessments periodically, following incidents, or when significant changes occur in the workplace.
- Continuously involve employees in the formal hazard assessment process to improve safety culture and ensure ongoing effectiveness.

1.3 Utilizing Energy Safety Canada's Formal Hazard Assessment Templates

1.3.1 Header Information

Fill in the header section with the title of the formal hazard assessment (FHA), the FHA number, positions considered, names of the members on the assessment team, as well as the date, revision number and revision date.

1.3.2 Tasks

In column 1 of the FHA Template, list the work tasks/activities being assessed. Refer to the Position Inventory and Task List to ensure comprehensive coverage.

1.3.3 Hazard Classification: Health or Safety

Identify whether the task is associated with a health or safety hazard using an "X" in the designated column.

1.3.4 Hazards Associated with Tasks

Identify hazards (as applicable) presented by operations, equipment, vehicles, materials, products, working conditions and environment.

In each applicable row, list an individual hazard associated with the task. Note: each hazard will be individually assessed for risk to determine priority using a consistent approach of at least 2 factors (e.g., severity and probability).

1.3.5 Raw Risk Rating

Evaluate the severity and probability of each identified hazard using a Risk Matrix. Energy Safety Canada has developed Risk Matrices for

Multiply the severity and probability numerical values to assign an Overall Risk Rating to each hazard.

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1.3.6 Controls

Determine appropriate control measures for each hazard. Follow the hierarchy of controls, prioritizing elimination, or substitution, followed by engineering controls, administrative controls, and personal protective equipment (PPE).

1.3.7 Residual Risk Rating

Reassess the risk levels for each hazard based on the control measures that have been implemented. Consider the remaining severity consequences and the probability of those consequences occurring despite the controls. Recalculate the Overall Risk Rating.

1.3.8 Formal Hazard Assessment Review and Sign-Off

Ensure that the individuals responsible for creating and/or revising the formal hazard assessment have signed-off. List their names, position, and obtain their signature. Update the revision number, if applicable.

1.3.9 Communication and Monitoring

Communicate the hazards to key stakeholders and follow the controls. Consider holding a safety meeting to review the formal hazard assessment process and FHA library with workers at all levels of the organization.

Define a plan for monitoring the effectiveness of implemented controls.

Establish regular review periods to reassess hazards and control measures.

Include a process for tracking and documenting any changes or updates made during reviews.