

**Category:** Health and Safety

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**Subject:** Hazard Analysis

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## **Policy**

The Independent Living Centre of Waterloo Region will ensure that all elements of an employee's job are considered in a Hazard Analysis. The Hazard analysis documents will be available on the company drive for review. The Hazard Analysis will be reviewed by all new employees.

## **Responsibilities**

### **Employee Health Coordinator**

- Will ensure that all positions held at ILCWR are included in the Hazard Analysis.
- Will complete the Hazard Analysis as outlined in the Procedure

### **Senior Management**

- Will review the Hazard Analysis yearly to ensure completeness

### **Human Resources**

- Will use the Hazard Analysis to ensure appropriate health and safety training is provided to ILCWR employees.

## **Procedure:**

The hazard analysis will:

- Identify hazards by job or by job location.
- List the main activities involved in each job or at each location
- Identify the health and/or safety hazards for the main activities
- Rate hazards for loss potential using (see appendix A)
- Identify controls in place for each hazard
- Be used as a basis for safe operating guidelines