



**HEALTH, SAFETY &
ENVIRONMENTAL PROGRAM**

Section: Hazard Assessments

PREPARED BY: HEALTH AND SAFETY TEAM

DATE OF ORIGIN: 02/02/2023

REVISION # 1

OF PAGES: 4

HAZARD ASSESSMENTS PROCEDURE

PURPOSE

DB/CF is committed to ensure that all tasks are assessed to identify known or potential hazards associated with the work. A Job Hazard Analysis (JHA) or Field Level Risk Assessment (FLRA) H&S_FORM_010 will be utilized to identify hazards associated with the tasks undertaken by CF employees to identify the hazards and controls necessary to perform the work safely. Managers, Supervisors, Joint Health and Safety Committees and workers as applicable should be involved in the development of the hazard assessment and must be reviewed with all workers performing the tasks.

DEFINITIONS

Hazard

A hazard is something that has the potential to cause harm.

Risk

Is the likelihood of harm to occur.

SCOPE

Job Hazard Analysis

The purpose of a Job Hazard Analysis (JHA) is to identify hazards or potential cause of accidents in each step of the operation and to develop solutions to eliminate or control these hazards. A JHA may be conducted for the following tasks:

- Confined Space entry
- Locked-out systems
- Work on high pressure liquids or gas systems
- Hydro-testing at high pressures
- Toxic or hazardous substances
- Cutting into existing lines and tanks
- Major traffic patterns
- Working at heights
- Rigging and hoisting
- Work with gases present
- Work around high voltage power lines and bus bars
- Exposing underground utilities
- Working over or near water

This list is not exclusive and may be supplemented according to site-specific requirements.

Steps in Conducting a Job Hazard Analysis

1. Define the task – what is to be done/description.
2. Review previous JHA if any – have we done it before?
3. Identify the steps – what is to be done in order of execution.
4. Identify the hazards for each step.
5. Identify who or what could be harmed.



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6. Give the task a Risk Rating = Consequence + Likelihood
7. Develop solutions to eliminate or control hazards in each step.
8. Review the Risk Rating after the control system has been implemented.
9. If Risk Rating is unacceptable review the solutions till Risk Rating is acceptable.
10. Agree who will implement the control system.
11. Document the JHA and discuss with the relevant personnel.
12. Educate workers regarding the hazard through a review of the JHA at safety meetings and FLRA daily meetings. Instruct workers on Safe Work Practices and Procedures which are relevant to the hazard control are included with the JHA. Determine if a hazard can be solved by training and the type of training required
13. Identify high risk workers and tasks
14. If applicable, attach supporting practices and procedures

Suggested sources of information on potential hazards are:

- Reported industry accidents
- Safety Opportunity data
- Compliance & legislative requirements
- Suggestions from the Joint Health & Safety Committee/Health & Safety Representative and/or Worker Trades Committee

Key Questions to Ask

Materials

- Can a less hazardous or less costly material be used and still do the job?
- Can materials be substituted that will last longer, resist corrosion, wear, shock, abrasion, heat, etc.?
- Are there materials that can do the job more easily and quickly?
- Can material waste be reduced?
- Is there a better work method or better way to store materials?
- Is all material stored in a safe and stable fashion (e.g. piping)?
- Is there a more efficient way to transport and handle materials?
- Are there salvageable parts or leftovers that need to be separated?
- Is material damage possible, preventable?
- Is there excess material at the work site? Can it be better controlled? Is the excess unsafe?

Tools and Equipment

- Can other tools or equipment be used that will do the job more safely and efficiently?
- Are the tools subject to breakage or breakdown? Is such breakdown unsafe?
- Can these tools be replaced?
- Can tools or equipment be moved to be more efficient?
- Is all equipment being utilized?
- Is standby equipment necessary?
- Can power tools be used instead of hand tools or vice versa?



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- Is additional lighting or similar support equipment required?

Personnel

- Is there enough manpower to complete the job safely and efficiently?
- Are specialty trades required?
- Are there too many or too few workers from the standpoint of efficiency or safety?
- When the job step is finished, is there something else that should be done to improve work safety or efficiency? Example: cleaning, inspecting or servicing?
- Is the time and method required to get workers to and from the work site excessive?
- Is access to the work site adequate and safe?
- Are the right people assigned to the job?
- Are all workers properly trained for their positions so they can perform their work safely and efficiently?
- Is further training required?

Job Methods

- Can a job step be eliminated by a change in job method?
- Is there a particularly slow or difficult job step?
- Can the step be improved by breaking it down into additional steps?
- Where is the best location for doing various job steps?
- Will pre-job planning and organizing benefit a particular job step?
- Will pre-work training improve safety?
- Can the job step be done safer and quicker by use of machines?
- Will a change be cost effective without compromising safety?
- What is the most efficient way to lay out cords, lights, or tools?
- Are there hazards that raise the time required to do the job?
- Can these be scheduled for shutdown removal or controlled?

Field Level Risk Assessment (FLRA)

The Field Level Risk Assessment (FLRA) provides a process for workers and supervisors to identify in the clearest manner possible the hazards of daily tasks and how to control or eliminate them from the activity.

It is designed to review the immediate task to be performed for potential health and safety hazards associated with the activity. This is a field level risk review not a JHA. If the task is complex enough that it warranted a JHA and/or Safe Work Practice and Procedure, this is the time to review those documents with all workers.

This process is to be reviewed with workers by their supervisor to identify job risk hazards and the appropriate controls. Any questions or concerns during the review by workers are to be addressed.

All workers present must acknowledge that they understand the tasks and controls to ensure their safety. At the end of the shift the supervisor will have all workers sign off that they reported all incidents. Any incidents or injuries during the day must be reported to supervisor prior to the sign off.



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This assessment can be done on a daily basis or a 'per task' basis to deal with changing conditions of a construction site.

The FLRA cards can be utilized in a manner that is suitable for the work environment. This includes being conducted:

- Jointly – Supervisors and crew
- Workers – Reviewed by Supervisor

There is one standard FLRA card that can be utilized