

Safety Policy & Procedure Manual		Section:	Date:5/11/2016
		Revision:	
Subject: Hazard Identification and Assessment			

Purpose

- To provide guidelines for identifying, assessing and controlling workplace hazards;
- To ensure the potential hazards of new processes and materials are identified before they are introduced into the workplace;
- To identify the jobs/tasks which require risk assessment

Key Responsibilities

As specified within this program.

Light Tower Rentals, Inc. must assess a work site and identify existing or potential hazards before work begins at the work site.

Hazard and Risk Identification

The hazard identification process is used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable.

The Safety Manager shall conduct a baseline worksite hazard assessment which is a formal process in place to identify the various tasks that are to be performed and the identified potential hazards. The results are included in a report of the results of the hazard assessment and the methods used to control or eliminate the hazards identified. The hazard assessment report must be signed and have the date on it.

Inputs into the baseline hazard identification include, but are not limited to:

- Scope of work;
- Legal and other requirements;
- Previous incidents and non-conformances;
- Sources of energy, contaminants and other environmental conditions that can cause injury;
- Walk through of work environment;

Hazards identifications (as examples) are to include:

- Working Alone
- Thermal Exposure
- Isolation of Energy

Safety Policy & Procedure Manual		Section:	Date:5/11/2016
		Revision:	
Subject: Hazard Identification and Assessment			

- Hearing Protection
- Musculoskeletal Disorders
- Bloodborne Pathogens
- Confined Spaces
- Driving
- General Safety Precautions
- And any other established policy or procedure by LTR
- Any other site specific work scope

Light Tower Rentals, Inc. has a formal process for identifying potential hazards. Processes are in place to identify potential hazards by the use of JSA's, JHA's, facility wide or area specific analysis/inspections.

All identified hazards are assessed for risk and risk controls are assigned within the worksite hazard assessment for that specific hazard.

Employees and/or sub-contractors are actively involved in the hazard identification process. The LTR program provides processes to ensure employees and/or sub-contractors are actively involved in the hazard identification process and hazards are reviewed with all employees concerned.

Employees are trained in the hazard identification process. Employees will be trained in the hazard identification process including the use and care of proper PPE.

Unsafe hazards must be reported immediately and addressed by the supervisor. The supervisor discusses the worksite hazard assessment with employees at the respective work location during the employee's documented orientation.

Review of Hazard Assessment

Existing worksite hazard identifications are formally reviewed annually or repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions and specifically updated when new tasks are to be performed that have not been risk assessed, when a work process or operation changes, before the construction of a new site or when significant additions or alterations to a job site are made. The respective supervisor or project manager advises the Safety Manager when additional hazards are introduced into the work place in order to revise planning and assessment needs.

Safety Policy & Procedure Manual		Section:	Date:5/11/2016
		Revision:	
Subject: Hazard Identification and Assessment			

Risk Assessment

Hazards are classified and ranked based on severity. The program identifies hazards are classified/prioritized and addressed based on the risk associated with the task. (See the risk analysis matrix outlining severity and probability).

LIGHT TOWER RENTALS, INC. RISK ASSESSMENT MATRIX

CONSEQUENCE					PROBABILITY				
Severity	People	Assets	Environment	Reputation	A	B	C	D	E
					Not Done	Rarely	Once a week	Several Times in a Week	Multiple Times in a Day
0	No health effect	No damage	No effect	No impact					
1	Slight health effect	Slight damage	Slight effect	Slight impact					
2	Minor health effect	Minor damage	Minor effect	Limited impact					
3	Major health effect	Localized damage	Localized effect	Considerable impact					
4	Single fatality	Major damage	Major effect	National impact					
5	Multiple fatalities	Extensive damage	Massive effect	Global impact					

Key	Manage for continuous improvement (Low)	Incorporate risk reduction measures (Medium)	Intolerable (High)
-----	--	---	-----------------------

Safety Policy & Procedure Manual		Section:	Date:5/11/2016
		Revision:	
Subject: Hazard Identification and Assessment			

Risk Controls/Methods to Ensure Identified Hazards are Addressed and Mitigated

The following describes how identified hazards are addressed and mitigated:

- Risk assessed hazards are compiled with and addressed and mitigated through dedicated assignment, appropriate documentation of completion, and implemented controls methods including engineering or administrative controls and PPE required into the worksite hazard assessment of the site specific HSE plan. No work will begin before the worksite assessment is completed. Additionally, no risk assessed as High (Intolerable) shall be performed.
- If an existing or potential hazard to workers is identified during a hazard assessment LTR must take measures to eliminate the hazard, or if elimination is not reasonably practicable, control the hazard. If reasonably practicable, LTR must eliminate or control a hazard through the use of engineering controls. If a hazard cannot be adequately controlled using engineering controls, LTR must use administrative controls that control the hazard to a level as low as reasonably achievable. If the hazard cannot be adequately controlled using engineering and/or administrative controls, LTR must ensure that the appropriate personal protective equipment (PPE) is used by workers affected by the hazard. LTR may use a combination of engineering controls, administrative controls, and personal protective equipment if there is a greater level of worker safety because a combination is used.

Emergency Control of Hazards

Only those employees competent in correcting emergency controls of hazards may be exposed to the hazard and only the minimum number of competent employees may be exposed during hazard emergency control. An example is a gas leak in a building. Only those personnel with training on fire safety, gas supply shut off and other related controls will attempt to resolve the emergency control of a hazard. LTR will make every possible effort to control the hazard while the condition is being corrected or under the supervision of client emergency response personnel in every emergency.

Certification of Hazard Assessment

The Safety Manager completes and signs the certification of hazard assessment for the worksite hazard assessment (also see PPE Program) and includes it within the site specific HSE plan.

Safety Policy & Procedure Manual		Section:	Date:5/11/2016
		Revision:	
Subject: Hazard Identification and Assessment			

Hazard assessments are reviewed annually and updated when new tasks are to be performed that have not been risk assessed.

Job Safety Analysis (JSA)

For those jobs with the highest injury or illness rates, jobs that are new to our operation, jobs that have undergone major changes in processes and procedures or jobs complex enough to require written instructions will have a Job Safety Analysis performed. Completed JSAs are available from the Safety Manager.

Site Specific HSE Plan (SSSP)

Each work location has a site specific HSE plan. Each employee reporting to a location shall receive a documented orientation from a LTR supervisor that includes the SSSP for that site. The SSSP contains the LTR Health and Safety Policy, site specific safety requirements as well as a PPE matrix and a signed site specific worksite hazard assessment for that location.

Review Process

The hazard assessment program will be reviewed to ensure no new hazards derived from the corrective measures. The review shall include a management of change consideration as well.

The safety committee shall be involved in the review process as well