

	Title	Hazard Assessment	Section	Policies	Author	K.G.
	Category	Health, Safety, Environment	Policy #	2.1	Revised	05 Jan 2026

1. Policy Statement

If we cannot do it safely, we will not do it at all. Identifying hazards is the first step in preventing injuries.

Artistic Stairs is committed to a proactive approach where hazards are identified, assessed, and controlled *before* work begins. No work will commence at a worksite until the hazards have been assessed and communicated to all affected workers.

2. Purpose & Scope

- **Purpose:** To establish a system for identifying and controlling workplace hazards in compliance with *Part 2 of the Alberta Occupational Health and Safety Code*.
 - **Scope:** Applies to all operations. This policy covers both Formal Hazard Assessments (FHA) for standard tasks and Site-Specific Hazard Assessments (FLHA) for daily site conditions.
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3. Roles & Responsibilities

- **Management:**
 - o Develop and maintain the Formal Hazard Assessments (FHA) for all company positions and tasks.
 - o Ensure resources (time, equipment, training) are available to implement the required hazard controls.
 - o Involve workers in the development and review of hazard assessments.
- **Supervisors:**
 - o Ensure a Field Level Hazard Assessment (FLHA) is completed at the start of every shift and when conditions change.
 - o Review and sign FLHAs to verify the controls are adequate.
 - o Communicate the FHA findings to new workers during orientation.
- **Workers:**
 - o Participate in the hazard assessment process (both FHA and FLHA).
 - o Stop work and report immediately if a hazard is identified that cannot be controlled.
 - o Use the controls provided (e.g., wear PPE, use guards).

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4. Procedures & Standards

1) Formal Hazard Assessment (FHA/JHA)

- **What it is:** A master inventory of all jobs/tasks performed by our employees and the hazards associated with them (e.g., "Framing," "Excavating").
- **Process:**
 1. **Inventory:** List all jobs and tasks.
 2. **Assessment:** Identify hazards for each task and rank the risk (Likelihood × Severity).
 3. **Control:** Assign controls to reduce the risk to an acceptable level.
- **Review Frequency:** The FHA must be reviewed:
 - o At regular intervals (Annually).
 - o When a new work process or equipment is introduced.
 - o When a significant change occurs at the worksite.
 - o After an incident to determine if the hazard was missed.

2) Site-Specific / Field Level Hazard Assessment (FLHA)

- **What it is:** A daily, site-specific assessment (e.g., the "Pink Sheet" or a digital form) completed by the crew before starting work.
- **When to use:**
 - o At the start of every project.
 - o When work moves to a new location.
 - o When site conditions change (e.g., driving conditions, new trade arrives).
- **Requirements:**
 - o Must be written and kept at the worksite.
 - o Must be repeated if the scope of work changes.
 - o All workers involved in the task must sign the FLHA.

3) Hierarchy of Controls

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When determining how to control a hazard, our company follows the hierarchy required by the OHS Code:

1. **Elimination:** Remove the hazard completely (e.g., remove trip hazard).
2. **Engineering:** Use a physical barrier (e.g., guardrails, ventilation).
3. **Administrative:** Procedures, training, warning signs, and rotation.
4. **PPE:** Personal Protective Equipment (Last line of defense).

Note: A combination of controls may be used if a single method is insufficient.

5. References & Legislation

- **Alberta OHS Code:** Part 2 (Hazard Assessment, Elimination and Control)
- **Related Forms:**
 - o Formal Hazard Assessment (FHA) Master Registry
 - o Field Level Hazard Assessment (FLHA) Card / Form