



Procedure

Procedure Name	Hazard Assessment		
Procedure #	HS 1.4	Parent Policy	HS 1.0 Health, Safety and Environmental
Policy Owner	Vice President Administration and Chief Financial Officer	Effective Date	July 16, 2022
Procedure Owner	Associate Vice President, Campus Services	Review Date	July 16, 2027
Approved by	Associate Vice President, Campus Services	Approval Date	July 16, 2022

1.0 Purpose/ Background

This Procedure outlines the process for identifying, assessing, and controlling workplace hazards and risks as required by Alberta’s Occupational Health and Safety (OHS) Act, Regulations and Code.

2.0 Definitions

Term	Definition
Adverse Effect	Impairment of or damage to the environment, human health or safety or property.
Harm	Physical injury or damage to health.
Hazard	A situation, condition or thing that may be dangerous to health and safety.
Hazard Assessment	A fundamental process that facilitates the identification, assessment, and mitigation of hazards in the workplace.
Risk	The combination of the likelihood of the occurrence of a harm/adverse effect and the severity of that harm/adverse effect.
Risk analysis	A process for comprehending the nature of hazards and determining the level of risk.

3.0 Procedures

3.1 NAIT will ensure that training is provided for employees who perform hazard assessments.

3.2 Hazard and risk assessments will:

- Identify hazards and risk factors that have the potential to cause harm (hazard identification).
- Determine appropriate ways to eliminate or control the hazard when the hazard cannot be eliminated.
- Analyze and evaluate the risk associated with that hazard (risk analysis).

3.3 Due diligence

- 3.3.1 Employees are required to take a proactive approach to managing and reporting hazards and risks related to tasks they are or will be performing.
- 3.3.2 Prior to conducting work, supervisors, in collaboration with Area Health and Safety Committees and/or employees affected (as applicable to the process), will complete a Hazard Assessment for the job or work tasks.
- 3.3.3 NAIT uses [HS.PRG.23 – Workplace Hazard Assessment Program](#) as a hazard assessment control and mitigation method to assess and evaluate risk and effectiveness of controls.
- 3.3.4 All jobs, equipment, machinery, material, worker activities, and work area conditions are to be included in the hazard assessment process.

4.0 Exceptions to the Procedure

Exceptions to this procedure will be documented and formally approved by the Procedure Owner.

Procedure exceptions will include:

- The nature of the exception.
- A reasonable explanation for why the procedure exception is required.
- Confirmation that the exception aligns with the general principles.
- Any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

- 5.1 [Alberta Occupational Health and Safety Act, Regulations and Code](#)
- 5.2 CSA Z1002 – Occupational Health and Safety Hazard Identification and Elimination and Risk Assessment and Control
- 5.3 HS.PRG.23 – Hazard Assessment Program

Document History

<i>Date</i>	<i>Action/ Change</i>
August 23, 2021	Updated the document to the latest template. Removed the general principles section. Added the environment component. Updated the definitions table. Removed the records section and reference to the Management of Change Program. Related documentation section updated.
July 14, 2022	“Hazard” definition updated to reflect OHS Legislation change.
November 15, 2024	Minor revision to change the title of Executive Director, RMS, to Associate Vice President of Campus Services.