

<b>CANADIAN BIRKEBEINER SOCIETY</b>	<b>SEM PROGRAM Formal Hazard Assessment</b>	<b>FHA #022</b>	<b>PAGE 1 of 2</b>
Used for commonly performed tasks and linked to approved SPIPs			<b>PRINT DATE: January 24, 2020</b>

### CBS Formal Hazard Assessment Form

<b>Identified Task or Activity:</b> <a href="#">Registration</a>	<b>FHA#022</b>	<b>HR (Hazard Ranking):</b> <b>Severity: 1. Catastrophic Danger; 2. Serious; 3. Minor 4. Not Applicable</b> <b>Probability: A. Probable B. Reasonably Probable C. Remote D. Extremely Remote</b> <b>Severity (S) + Probability (P) = Hazard Ranking (HR)</b> <b>If 1A = WORK DOES NOT PROCEED</b>	Focus on the 1) PEOPLE, 2) ENVIRONMENT, 3) MATERIALS, 4) EQUIPMENT/TOOLS
<b>CBS Workers Involved:</b> <a href="#">Charles World</a>			
<b>Approved with pending SPIP's by: SEM Committee</b>			
<b>Tools/Equipment Required:</b>		<b>Materials Required:</b> <a href="#">None</a>	<b>Date approved: 02/03/20</b>

#	Sequence of Steps	Potential Incidents or Hazards	HR	Controls in Place			RHR	Control Description
				Engineering	Administrative	PPE		
							Notes	
	Assess weather for on site registration tasks.	Cold temps	2B		SPIP002	Warm clothing	3B	Dress for the weather. Boots with good grips or cleats recommended, suitable for driving and walking on slippery surfaces. Carry sand for icy roads.
		Freezing rain	2B		SPIP002	Water resistant shell, boot grips	3B	
	Supplies, loading gear	Back and muscle strain.	3C		SPIP		3C	Use appropriate lifting techniques and do not exceed personal limits. Utilize wheeled dollies with heavy loads.
	Working at a computer and with supplies	Cuts from paper, staples	3B		SPIP		3D	Attention to tasks that are being performed
		Muscle stiffness from sitting for long periods of time	3B		SPIP		3C	Take regular breaks or change duties
	Accessing work areas	Falls and injuries	2B		SPIP		2C	Wear appropriate footwear that will

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	due to slippery and irregular travel surfaces.					provide grip to match site conditions.	
	Slips, Trips, Falls	2B		SPIP		2C	Check that walkways are clear and that no tripping hazards are evident, no cords placed in traffic areas
<b>Annual Reviewers: SEM Committee</b>				<b>Date: 02/03/20</b>			

HAZARD RANKING:

PROBABILITY

SEVERITY	A. Probable	B. Reasonably Probable	C. Remote	D. Extremely Remote
1. Catastrophic Danger	work isn't done			
2. Serious				
3. Minor				
4. Negligible / OK				

	Immediate corrective action required
	Corrective action required urgently
	Corrective action required at next review
	No corrective action required

**Note 1: Administrative controls** sections should be used to list the need for creation of *Safe Practice Implementation Protocols* (SPIPs). When draft SPIPs have been approved by the CBS Safety & Engagement Committee, the number of the approved SPIP should be included in the FHA information. *SPIPs should initially be developed for any tasks with an initial Hazard Rating that falls in the red and orange zones of the chart above.*

**Note 2: Hazard Ratings.** The first hazard rating (HR) included should reflect the risk rating before control measures are implemented. A Revised Hazard Rating (RHR) should then be presented to the right of the "Controls in place" columns that estimates the reduced level of risk after suggested control measures have been applied.

**Note 3: After applying control measures, tasks should not be undertaken if the Revised Hazard Rating still falls within the red zone in the chart above. Tasks with ratings that still fall within the orange zone need ongoing review.**