



KNELSEN SAND & GRAVEL LTD

Hazard Assessment and Control Policy

It is the policy of Knelsen Sand & Gravel Ltd. to utilize a systematic process for the assessment and control of hazards at each of our worksites and to fully document this procedure.

- A hazard is defined as any *circumstance that poses the risk of an incident*.
- An incident is defined as any *unplanned or unwanted event, which results in damage or injury, or could have resulted in damage or injury*.

Hazard Assessments must take into consideration the people, environment, materials, and environment of each worksite. When hazards are identified, they must, whenever possible, be eliminated. When it is not possible to eliminate a hazard, the hazard should be controlled using (1) engineered controls, (2) administrative controls, and as a last line of defense personal protective equipment (PPE). Most hazards are dealt with using a combination of these methods. *Supervisors will provide training to their employees on how to properly identify, assess according to risk level and mitigate the hazards found in their workplace.*

At minimum, work site supervisors will perform a comprehensive hazard assessment:

1. Upon initial arrival at a new work site, an initial site occupancy meeting will be held and recorded.
2. Once per week at each active job site.
3. Prior to the introduction of any new task, equipment, or material that does not have an existing hazard assessment. If there is an existing hazard assessment it will be reviewed by all workers prior to the introduction of the new task, equipment, or material.
4. Immediately prior to any change in work process or operation, i.e. from a production phase to maintenance phase. If there is an existing hazard assessment for the new phase of work it will be reviewed by all workers prior to the change in work process or operation.

Site supervisors, in cooperation with the Safety coordinator, may also perform job hazard assessments on any regularly performed, routine task that is thought to pose a hazard to the employee performing the task.

Site supervisors must involve all affected staff workers, including subcontractors to assist in conducting hazard assessments. This allows all employees to become involved in the process of identifying hazards and introducing the proper controls in the workplace to reduce the hazard / risk. Any employees that the hazard may affect must have the hazard assessment explained to them or provided for their review. Workers must immediately report any hazards to their supervisor.

General Manager – Raymond Knelsen

JAN 24 2018

Date