

Hazard Identification, Assessment and Control Policy

Policy:

TELUS Environmental Solutions Inc O/A Shakti Reforestation ("Shakti by TELUS") is committed to providing a safe and healthy workplace for all employees, contractors, visitors, and other stakeholders. We recognize that the proactive identification and control of workplace hazards through a Hazard Identification process is an essential component of our commitment to occupational health and safety. This policy establishes the framework for systematically identifying, assessing, and controlling hazards to prevent accidents, injuries, and illness.

Our Commitment:

Safety as a Priority: The safety and well-being of our employees are our top priorities. We are committed to fostering a workplace culture that values and prioritizes safety in all aspects of our operations.

Compliance with Legislation: We pledge to comply with all applicable occupational health and safety legislation in the province of Alberta. This commitment extends to meeting or exceeding regulatory requirements related to hazard identification and control.

Definitions:

Hazard: A hazard is any source or situation that has the potential to cause harm, injury, damage to property, or adverse health effects. Hazards can be present in various forms, including physical, chemical, biological, ergonomic, or psychosocial factors. Identifying hazards is a critical step in maintaining a safe work environment.

Risk Assessment: Risk assessment is the systematic process of evaluating potential risks associated with a specific activity, process, or situation. It involves identifying hazards, analyzing the likelihood and severity of adverse outcomes, and making informed decisions about how to manage or control these risks. The goal of risk assessment is to minimize the likelihood of accidents, injuries, or other negative consequences.

Scope:

Purpose:

This Hazard Identification Policy is established to systematically identify, assess, and manage potential hazards within Shakti by TELUS. The policy aims to create a safe and healthy work environment, prevent accidents and injuries, and ensure compliance with applicable occupational health and safety regulations.

Applicability:

This policy applies to all employees, contractors, visitors, and any individuals engaged in activities within the premises of Shakti by TELUS. It covers all work activities, processes, equipment, facilities, and environments under the control of the organization.

1. Hazard Types:

The policy encompasses the identification of various types of hazards, including but not limited to:

- Physical Hazards

- Chemical Hazards
- Biological Hazards
- Ergonomic Hazards
- Psychosocial Hazards

2. Locations:

The scope of this policy includes all locations where Shakti by TELUS conducts its operations. This includes, but is not limited to, office spaces, field operations, and any other premises owned or controlled by the organization.

3. Activities:

The policy applies to all work activities conducted within Shakti by TELUS, regardless of the nature or scale of the activity. This includes routine tasks, special projects, maintenance activities, and any other activities that pose potential risks to health and safety.

4. Timeframe:

The Hazard Identification Policy is an ongoing and continuous process. Formal hazard identification activities will be conducted regularly as part of routine safety management and will be integrated into the organization's overall safety program.

5. Exclusions:

While this policy aims to be comprehensive, it does not cover:

1. Hazards and risks beyond the control of Shakti by TELUS in areas where the organization does not have authority or influence.
2. Hazards arising from non-work-related activities.

6. Legal and Regulatory Compliance:

This policy is designed to ensure compliance with all relevant occupational health and safety laws and regulations. It serves as a foundation for Shakti by TELUS to meet its legal obligations and responsibilities in safeguarding the health and safety of its workforce.

7. Roles and Responsibilities:

All employees, supervisors, managers, safety officers, and relevant stakeholders within Shakti by TELUS are responsible for adhering to and implementing this Hazard Identification Policy.

8. Review and Revision:

This scope statement is subject to periodic review and may be revised as necessary to ensure its continued relevance and effectiveness. The review process will involve key stakeholders to incorporate feedback and adapt to changes in organizational activities or regulatory requirements.

9. Objectives:

1. To reduce workplace accidents
2. To promote a healthy and safe workplace culture for all employees

3. To ensure compliance with relevant regulations.
4. Policy Statement:
 - a. Clearly articulate the organization's commitment to providing a safe and healthy work environment.
 - b. State the importance of hazard identification as a proactive measure for preventing accidents and injuries.

10. Roles and Responsibilities:

1. Management and Lead Team:

Role:

Demonstrate visible commitment to health and safety.
Allocate resources for the implementation of the Hazard Identification Policy.
Establish and communicate organizational safety goals and objectives.

Responsibilities:

Provide leadership in integrating safety into the organizational culture.
Ensure that the hazard identification process is adequately resourced.
Review and approve the Hazard Identification Policy.
Monitor performance against safety objectives.
Behavioral Observations of field staff.

2. Safety Lead:

Role:

Oversee the implementation of the Hazard Identification Policy.
Act as a focal point for safety-related issues.
Coordinate formal hazard identification activities.

Responsibilities:

Develop and maintain the formal hazard identification process and policy.
Provide guidance and support to supervisors and employees in hazard identification.
Analyze hazard data and recommend control measures.
Ensure timely reporting of identified hazards to relevant parties.
Reviewing and approving all safety documentation from field staff.
Monitoring and assessing the effectiveness of the safety program from field staff engagement.

3. Supervisors:

Role:

Enforce the Hazard Identification Policy within their respective areas.

Monitor and enforce safety procedures.

Lead hazard identification activities for their teams.

Responsibilities:

Conduct regular Job Safety Assessments (JSA's) through the online form.

Conduct daily safety meetings through the online form.

Communicate safety expectations to employees.

Investigate and address reported hazards promptly.

Provide training on hazard identification to employees.

Implement controls for all identified hazards.

4. Employees:

Role:

Actively participate in hazard identification activities.

Follow safety procedures and guidelines.

Report hazards promptly.

Responsibilities:

Be vigilant in identifying and reporting hazards.

Attend training on hazard identification and safety procedures.

Cooperate with supervisors and safety officers in implementing control measures.

Take personal responsibility for their safety and the safety of others.

5. Joint Health and Safety Committee (JHSC):

Role:

Represent both management and workers in health and safety matters.

Participate in hazard identification and risk assessment.

Review and recommend improvements to the Hazard Identification Policy.

Responsibilities:

Actively participate in formal hazard identification processes.

Review and analyze hazard reports and data.

Recommend control measures to address identified hazards.

Conduct regular safety inspections and audits.

6. Contractors:

Role:

Comply with the Hazard Identification Policy and safety procedures.

Participate in hazard identification activities related to their work.

Communicate safety expectations to their employees.

Responsibilities:

Identify and report hazards related to their work activities.

Follow organizational safety procedures.

Cooperate with the organization's safety lead and supervisors.

Provide safety training to their employees.

7. Visitors:

Role:

Comply with safety rules and guidelines.

Report any hazards observed during their visit.

Responsibilities:

Follow safety instructions provided by the organization.

Report hazards to the responsible personnel.

Be aware of emergency procedures and evacuation routes.

11. Hazard Identification Process:

A formal hazard assessment involves a detailed look at an organization's overall operations. All worker jobs or types of work are broken down into separate tasks. The formal process is meant to identify and eliminate hazards. Where it's not reasonably practicable to eliminate the hazard, employers must develop, implement and monitor controls. The end goal is to prevent work-related injuries and illnesses.

1. Team Formation:

Assemble a team of individuals with expertise in different areas, including workers, supervisors, safety professionals, and possibly members of the Joint Health and Safety Committee.

Our team will consist of a member from Senior Management, The Safety Lead, members of the Joint Health and Safety Committee and any other employees that wish to participate.

2. Training:

Provide training to team members on the formal hazard identification process, relevant regulations, and the use of tools and methodologies.

We will be using "The Hazard assessment and control: a handbook for Alberta employers and workers online manual" as our training reference

3. Hazard Identification Tools:

Select and use appropriate hazard identification tools, which may include:

- Formal Team Hazard Assessments of existing procedures or the creation of new ones.
- Daily Job Safety Analysis (JSA) and Safety Meetings.

- Worksite inspections performed by Senior Management Monthly (Worksite inspections and Behavioral Observations).
- Submitted Close Call and Incident Reports.
- Equipment Issue Reports.
- Equipment Inspection Reports.
- Reviewing previous Safety Audits.

4. **Formal Hazard Assessment Procedure:**

- **Figure out what people do:** Start by taking an inventory of all the jobs or work types within the organization.
- **List all work tasks or activities for each job:** From your inventory of all the jobs or work types in the organization, compile a list of related tasks for each. Talk to the workers and spend time watching them work. Record the tasks or activities they do.
- **Identify any health and safety hazards related to each task or activity:** Keeping workers healthy and safe involves identifying both health and safety hazards.

A health hazard is anything that could harm someone's health, either immediately or over time. The effects of health hazards are not always immediate. They can take years to appear. For this reason, health hazards themselves are often overlooked in the hazard assessment process.

A safety hazard is anything that could cause injury or damage. An injury caused by a safety hazard is usually immediate (for example a broken bone, a sprain or a cut). Safety hazards tend to get our attention in a hurry. When someone falls and breaks their back, for example, everyone takes note.

- **Find ways to eliminate or control the hazards:** All identified hazards must be addressed. You must eliminate hazards wherever you can. Removing tripping hazards or safely disposing of unwanted chemicals are examples of hazard elimination. If hazards cannot be eliminated, they must be controlled.

Control refers to any measure or action taken to manage and reduce the risk associated with identified hazards. The purpose of implementing controls is to either eliminate or minimize the impact of hazards on the health and safety of individuals in the workplace.

It's important to note that the hierarchy of controls guides the selection of control measures. This hierarchy, in order of preference, includes:

1. **Elimination/Substitution:**

Remove the hazard or substitute it with a less hazardous alternative.

2. **Engineering Controls:**

Implement physical changes to the workplace or equipment to control the hazard.

3. **Administrative Controls:**

Implement policies, procedures, and work practices to reduce exposure to the hazard.

4. **Personal Protective Equipment (PPE):**

Provide protective gear to individuals to reduce their exposure to the hazard. If a worker is required under the Act, the regulations or this Code to use or wear specific equipment or personal protective equipment, the employer and supervisor must ensure that the worker uses or wears the equipment or personal protective equipment at the work site.

- **Prioritizing Hazards:** Your hazard assessment may reveal a lot of hazards. All hazards have to be addressed. It may not be realistic to address them all immediately. Prioritize the hazards you've identified and address those that pose the greatest risk right away.

Make sure you introduce interim controls for those hazards that may have to wait for more permanent solutions. Some control methods are more effective than others.

1. **Your hazard assessment and control report** must include all identified hazards and all controls that you have in place to protect workers from those hazards.
2. **Implement the selected controls** once you've identified the hazards and selected the appropriate way to eliminate or control them, you need to follow through with action.
3. **Have a plan to implement** the identified controls and to confirm they are effective.
4. **Be prepared** to introduce temporary controls when more permanent solutions will take time to implement.

- **Communicate the hazards and follow the controls:** Workers have to know the hazards of their jobs and what to do to stay healthy and safe in light of those hazards. An employer must prepare a report of the results of a hazard assessment and the methods used to control or eliminate the hazards identified. Shakti by TELUS will use the following methods for education and communication:

1. Worker orientation/onboarding and training sessions.
2. Discussing both the hazards and the controls during daily safety meetings.
3. Using regular internal communication channels or resources, for example our health and safety committee, project focused group chats and wider company channels.

- **Monitor effectiveness of controls:** When we introduce controls, we might end up introducing new workplace hazards. By regularly monitoring and evaluating the controls, confirming workers are following correct procedures, and making sure equipment is appropriate and in good working condition, we can anticipate problems before the health and safety of workers is negatively affected. Regular review by the JHSC of the appropriateness of assessments and feedback from daily safety meeting and inspection forms will help to monitor the effectiveness of our hazard assessment and control.
- **Review and revise the hazard assessment:** The workplace is always changing. To keep workers healthy and safe, employers are required to review an existing hazard assessment and revise it accordingly when a new task, work process, or equipment is introduced, or when there is a significant change to a work site. Even when nothing has changed, hazard assessments must be reviewed periodically to prevent the development

of unsafe and unhealthy working conditions. Hazard assessments must be revised within three year periods to ensure they are still meeting best practices.

An employer must ensure that the hazard assessment is repeated

1. at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions,
2. when a new work process is introduced,
3. when a work process or operation changes, or
4. before the construction of significant additions or alteration to a work site.

12. Documentation and Recordkeeping:

Our documentation process will involve an online form, once the form has been submitted it will be reviewed by The Safety Lead and the Joint Health and Safety Committee to assess the risk level, helping the team to prioritize the most critical hazards first.

1. Date of identification.
2. Location of the hazard.
3. Description of the hazard: Clearly describe the identified hazard. Include any relevant details such as equipment involved, substances, or specific processes.
4. Risk Assessment: Assess the level of risk associated with the hazard based on the examples below.

Severity Criteria:

Fatality/Severe Injury	Hazard has the potential to cause death or severe injury.
Major Property Damage	Hazard may result in significant damage to property or equipment
Serious Health Impacts	Exposure to the hazard may lead to long-term health issue

Likelihood Criteria:

Frequency of Exposure	How often are individuals exposed to the hazard?
Probability of Incident	What is the likelihood of an incident occurring when exposed to the hazard?
Ease of Control	How manageable is it to control or mitigate the hazard?

5. Potential consequences: Outline the potential consequences if the hazard is not addressed.
6. Persons at risk: Identify the individuals who may be affected by the hazard.
7. Current control measures in place: Document the existing control measures in place.
8. Recommended Actions: Specify recommended actions to mitigate or eliminate the hazard.

13.Storage and Retention Period:

Hazard Identifications will be recorded in the company app under safety related content. They will be available for anyone to review at any time. They will be maintained for up to three years.

14.Continuous Improvement:

Shakti by TELUS is committed to continuously improving the overall health, well being of the people who work for and with us and providing a safer workplace continuously. Everyone is responsible for contributing to a safer work culture and we appreciate and encourage YOUR feedback. If there are areas you see for improvement please tell your supervisor, senior management or submit an anonymous comment form.

Shakti by TELUS is committed to complying with relevant occupational health and safety laws and regulations.

Review: This policy will be reviewed at regular intervals not exceeding three years, or in the event of an incident that warrants a revision of our policy.

Reviewed: 2025/04/02

References:

Hazard assessment and control: a handbook for Alberta employers and workers

<https://ohs-pubstore.labour.alberta.ca/bp018>

Alberta Oh&S Legislation Act and Code

<https://www.alberta.ca/occupational-health-and-safety-code>

Pre Work Hazard Assessment Policy (Pre JSA)

Purpose:

To ensure the safety of all employees, it is mandatory to conduct a pre-work hazard assessment before commencing any task. This policy aims to identify and address potential risks, promoting a safer work environment.

1. Procedure:

Task Identification: Clearly identify the tasks to be performed.	Task 1	Task 2	Task 3	Task 4
Hazard Identification: Assess the work area for potential hazards. Consider equipment, materials, and environmental factors.				
Risk Evaluation: Determine the severity and likelihood of identified hazards. Classify risks as low, moderate, or high.				
Control Measures: Implement appropriate control measures to mitigate or eliminate identified hazards. Use personal protective equipment as needed.				

Documentation: Record the assessment findings on the designated JSA form. Report any unresolved or high-risk hazards to a supervisor.

2. Responsibilities:

1. **Supervisors:** Conduct thorough pre-work hazard assessments and follow established procedures.
2. **Safety Lead and Senior Management:** Provide support, review assessments, and address high-risk hazards promptly.
3. **Joint Health and Safety Committee:** Review Submitted Reports and review them for effectiveness.
4. **Workers:** Participating in the hazard assessment.

Compliance:

Non-compliance with this policy may result in disciplinary action. Safety is everyone's responsibility.

This policy will be reviewed at regular intervals not exceeding three years, or in the event of an incident that warrants a revision of our policy.

Job Site Hazard Assessment Policy (JSA)

Purpose:

To ensure the safety of all employees, it is mandatory to conduct a job site hazard assessment before commencing any task. This policy aims to identify and address potential risks, promoting a safer work environment.

3. Procedure:

Task Identification: Clearly identify the tasks to be performed.	Task 1	Task 2	Task 3	Task 4
Hazard Identification: Assess the work area for potential hazards. Consider equipment, materials, and environmental factors.				
Risk Evaluation: Determine the severity and likelihood of identified hazards. Classify risks as low, moderate, or high.				
Control Measures: Implement appropriate control measures to mitigate or eliminate identified hazards. Use personal protective equipment as needed.				

Documentation: Record the assessment findings on the designated JSA form. Report any unresolved or high-risk hazards to a supervisor.

4. Responsibilities:

5. **Supervisors:** Conduct thorough pre-work hazard assessments and follow established procedures.
6. **Safety Lead and Senior Management:** Provide support, review assessments, and address high-risk hazards promptly.
7. **Joint Health and Safety Committee:** Review Submitted Reports and review them for effectiveness.
8. **Workers:** Participating in the hazard assessment.

Compliance:

Non-compliance with this policy may result in disciplinary action. Safety is everyone's responsibility.

This policy will be reviewed at regular intervals not exceeding three years, or in the event of an incident that warrants a revision of our policy.

Morning Workplace Safety Meeting Policy (FLHA)

Purpose:

To foster a culture of safety, communication, and collaboration, this policy establishes the framework for morning safety meetings. These meetings aim to address immediate safety concerns, share important information, and reinforce a proactive approach to workplace safety.

1. Frequency: Morning safety meetings will be conducted at the beginning of each workday.

2. Agenda:

1. Daily safety reminders.
2. Updates on recent incidents or safety concerns.
3. Discussion of any changes in work processes or procedures.
4. Recognition of safe practices and achievements.

3. Attendance: All employees are expected to attend morning safety meetings.

Supervisors or someone designated by the supervisor will lead and facilitate the meetings.

4. Reporting: Employees are encouraged to report safety concerns promptly.

Supervisors will address reported concerns during safety meetings.

5. Emergency Procedures: Review and discuss emergency procedures regularly.

Ensure all employees are aware of the content of emergency response plans and their location.

6. Duration: Meetings will be kept brief and focused, typically lasting 10-15 minutes.

7. Feedback: Employees are encouraged to provide feedback and suggest agenda topics.

Supervisors will consider feedback for continuous improvement.

8. Documentation: Meeting minutes or key points will be documented in our online safety meeting minute forms and are available for viewing in the safety folder.

9. Compliance: Attendance is mandatory, and non-compliance may result in disciplinary action.

Participation in safety discussions and reporting of concerns are integral to maintaining a safe workplace.

This policy will be reviewed at regular intervals not exceeding three years, or in the event of an incident that warrants a revision of our policy.

Reviewed 3/14/2024

Reviewed 02/20/2025

