HAZARD IDENTIFICATION AND ASSESSMENT

Innovations Manufacturing, Inc. (the Company)

Version: 2
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Purpose

- To provide guidelines for identifying, assessing and controlling workplace hazards
- To ensure the potential hazards of new processes and materials are identified before they are introduced into the workplace
- To identify the jobs/tasks which require risk assessment

Key Responsibilities

The Safety Director or his/her designate must assess a work site and identify existing or potential hazards before work begins at the work site or prior to the construction of a new work site

Hazard and Risk Identification

The hazard identification process is used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable.

The Safety Director, George Bunker, conducted a baseline worksite hazard assessment which is a formal process in place to identify the various tasks that are to be performed and the accompanying identified potential hazards. The results are included in a report of the results of the hazard assessment and the methods used to control or eliminate the hazards are identified in the company safety manual, safety training, and various other safety resources. The hazard assessment report must be signed and have the date on it.

Inputs into the baseline hazard identification include, but are not limited to:

- Types of hazards identified
- Scope of work
- Legal and other requirements
- Previous incidents and non-conformances
- Sources of energy, contaminants and other environmental conditions that can cause injury
- Walk through of work environment
- Signage requirements
- Procedures required
- Training required

Hazards identifications (as examples) are to include:

- Isolation of Energy
- Hearing Protection
- Musculoskeletal Disorders
- Bloodborne Pathogens
- Fire
- Electrical
- Crush or pinch points
- Noise
- Driving
- General Safety Precautions
- And any other established policy or procedure by the Company
- Any other site-specific work scope hazard identified in the process

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All identified hazards are assessed for risk and risk controls are assigned within the worksite hazard assessment for that specific hazard.

The Company program provides processes to ensure employees and/or sub-contractors are actively involved in the hazard identification process and hazards are reviewed with all employees concerned.

Employees will be trained in the hazard identification process including the use and care of proper PPE.

The supervisor discusses the worksite hazard assessment with employees at the respective work location during the employee's documented orientation.

Review of Hazard Assessment

Existing worksite hazard identifications are formally reviewed annually or repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions and specifically updated when new tasks are to be performed that have not been risk assessed, when a work process or operation changes, before the construction of a new site, or when significant additions or alterations to a job site are made.

The respective supervisor or project manager advises the Safety Director when additional hazards are introduced into the workplace in order to revise planning and assessment needs.

Risk Ranking

Hazards are classified and ranked based on severity. The program identifies hazards are classified/prioritized and addressed based on the risk associated with the task. (See the risk analysis matrix outlining severity and probability).

COMPANY RISK RANKING MATRIX

Severity		Consequence				PROBABILITY				
	People	Assets	Environment	Reputation		A	B	C	D	E
						Never	Rarely	Once a week	Several Times in a Week	Multiple Times in a Day
0	No health effect	No damage	No effect	No impact						
1	Slight health effect	Slight damage	Slight effect	Slight impact						
2	Minor health effect	Minor damage	Minor effect	Limited impact						
3	Major health effect	Localized damage	Localized effect	Considerable impact						
4	Single fatality	Major damage	Major effect	National impact						
5	Multiple fatalities	Extensive damage	Massive effect	Global impact						
Key	Manage for continuous improvement			Incorporate risk reduction measures		**Intolarable**				

Risk Controls/Methods to Ensure Identified Hazards Are Addressed and Mitigated

The following describes how identified hazards are addressed and mitigated:

- Risk assessed hazards are compiled with and addressed and mitigated through dedicated assignment according to their respective risk from a highest to lowest level risk consideration.

- If an existing or potential hazard to workers is identified during a hazard assessment, the Company must take measures to eliminate the hazard, or if elimination is not reasonably practicable, control the hazard. If reasonably practicable, the Company must eliminate or control a hazard through the use of engineering controls. If a hazard cannot be adequately controlled using engineering controls, the Company must use administrative controls that control the hazard to a level as low as reasonably achievable. If the hazard cannot be adequately controlled using engineering and/or administrative controls, the Company must ensure that the appropriate personal protective equipment (PPE) is used by workers affected by the hazard.

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The Company may use a combination of engineering controls, administrative controls, and personal protective equipment if there is a greater level of worker safety because a combination is used.

Emergency Control of Hazards

Only those employees competent in correcting emergency controls of hazards may be exposed to the hazard and only the minimum number of competent employees may be exposed during hazard emergency control. An example is a gas leak in a building. Only those personnel with training on fire safety, gas supply shut off and other related controls will attempt to resolve the emergency control of a hazard, otherwise, trained emergency or third-party service providers shall be used to control the hazard. The Company will make every possible effort to control the hazard while the condition is being corrected.

Certification of Hazard Assessment

The Safety Director completes and signs the certification of hazard assessment for the worksite hazard assessment (also see PPE Program) and includes it within the Safety Procedures. Hazard assessments are reviewed annually and updated when new tasks are to be performed that have not been risk assessed.

Job Safety Analysis (JSA)

For those jobs with the highest injury or illness rates, jobs that are new to our operation, jobs that have undergone major changes in processes and procedures or jobs complex enough to require written instructions will have a Job Safety Analysis performed. Completed JSAs will be stored in the Company electronic Document Management System.

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