



# Hazard Prevention Program

Canada Occupational Health and Safety Regulations – Part 19

Revised January, 2022

# Information:

Please be advised this is an awareness information session, and is not representative as training under the requirements of the Canada Labour Code, Part II and Canadian Occupational Health and Safety Regulations.



# Topics

- Purpose of the regulation
- Key terminology
- What is a Hazard Prevention Program?
- Overview of the regulation
- Steps for Complying with the Regulation
- Conclusion



# Purpose

- Purpose of Part II of the *Canada Labour Code*:  
*“to **prevent** accidents, occurrences of harassment and violence and physical or psychological injuries and illnesses arising out of, linked with or occurring in the course of employment”*
- Hazard **Prevention** Program:  
*“to eliminate hazards or minimize risk from hazards”*



# Duties

- **Employer**
  - Develop, implement and monitor a program for the prevention of hazards in the workplace.
- **Employee**
  - Reports any factors that may cause a risk to occupational health and safety. Reports any accidents and injuries at the workplace.
- **Occupational Health and Safety Representative & Committee**
  - Participated at all phases of the program for the prevention of hazards: development, implementation, evaluation and corrections to be made.



# Key Terminology

- Hazard
  - A source of danger
- Risk
  - The possibility of loss or injury
- Consultation and participation
  - FULL and meaningful participation (935-1-IPG-004)



# What is a Hazard Prevention Program?

- A program for eliminating hazards and minimizing risk
- Work activities outside the employer's premises "to the extent the employer controls the activity"
- Includes hazards related to ergonomics
- Elements of the HPP are key elements of the work place Health & Safety Program



# Overview

- **Phase 1: Develop**

  - 19.2 – Implementation Plan (time line)*

  - 19.3 – Hazard Identification and Assessment Methodology*

- **Phase 2: Implement**

  - 19.4 – Hazard Identification and Assessment*

  - 19.5 – Preventive Measures*

  - 19.6 – Employee Education*

- **Phase 3: Monitor**

  - 19.7 – Program Evaluation*

  - 19.8 – Reports*





# Phase 1: DEVELOP - Implementation Plan 19.2

Develop an implementation plan that :

- Specifies the **time frame** for each phase of the development and implementation of the program
- **Monitors the progress** of the implementation of the preventive measures
- **Review the time frame** of the implementation plan regularly and, as necessary, **revise it.**



# Phase 1: DEVELOP - Hazard Identification and Assessment Methodology 19.3

## This is the “how to” phase!

- How to identify known hazards using existing knowledge sources
- Use proven hazard identification techniques
- Additional sources:
  - Labour Program HPP Guide, CCOHS, safety and health associations, the Internet



# Phase 1: EVALUATION – Method of identification and assessment of risks

## 19.3

- Physical – Fall, noise, heat
- Biological –Virus
- Chemical – Hazardous products, spills
- Ergonomical – Repetition, sitting work
- Psychosocial –Intimidation, depression



# Phase 2: IMPLEMENT - Hazard Identification and Assessment

## The “doing” phase!

OCCUPATION/ TASK: \_\_\_\_\_ ASSESSMENT No. : \_\_\_\_\_

Hazard			Probability Frequency x Likelihood = Probability		Hazard Level Probability x Severity = Hazard Level			
No.	Category	Hazard	Frequency (Exposure)	Likelihood	Probability	Severity	Level	Action Plan Required (Y/N) and Comments



# Phase 2: IMPLEMENT - Hazard Identification and Assessment

One way would be to first measure the probability of exposure?

<b>Highly Likely</b>	Likely to occur several times this year; has happened several times before
<b>Likely</b>	Expected to occur more than once a year
<b>Possible</b>	Expected to occur at least once; foreseeable under unusual circumstances
<b>Unlikely</b>	Not expected to occur; has never happened before; no known history; unlikely sequence of events



# Probability Levels

Frequency x Likelihood = <u>Probability</u>					
Frequency	<i>Likelihood</i>				
		<b>Unlikely</b>	<b>Remotely</b>	<b>Quite Likely</b>	<b>Almost Certain</b>
	<b>Frequent</b>	Possible	Likely	Highly Likely	Highly Likely
	<b>Regular</b>	Possible	Possible	Likely	Highly Likely
	<b>Occasional</b>	Unlikely	Possible	Likely	Likely
	<b>Rare</b>	Unlikely	Possible	Possible	Likely



# Identify the Severity

<b>A</b>	These hazards are the highest ranking and require an action plan to identify and implement preventive measures. These hazards are a priority as they could result in a significant disabling injury if adequate preventive measures are not implemented.
<b>B</b>	These hazards are also considered to require immediate attention. An action plan should be developed in order to implement appropriate preventive measures.
<b>C</b>	These hazards are hazards that have a relatively low level of severity. This group should never be ignored but are not a priority.
<b>D</b>	These hazards are the lowest level but should not be ignored. No immediate action plan is required.



# Hazard Ranking

		<i>Severity</i>			
		<b>Minimal</b>	<b>Serious</b>	<b>Severe</b>	<b>Critical</b>
<i>Probability</i>	<b>Highly Likely</b>	C	B	A	A
	<b>Likely</b>	C	C	B	A
	<b>Possible</b>	D	C	B	B
	<b>Unlikely</b>	D	D	C	C





# Phase 2: IMPLEMENT - Preventative Measures

- Eliminate
- Reduce
  - Substitution
  - Engineering controls
  - Administrative procedures
- Personal protective equipment, clothing, devices or materials
- Have a system in place to address newly identified hazards expeditiously



# Phase 2: IMPLEMENT - Preventative Measures

- Mandatory and focus on preventing failures
- Prevention
- Goal is for “Risk-free” workplace
- Preventive measures must not create a hazard
- System in place to address newly identified hazards expeditiously
- Develop and implement a preventative maintenance program.



# Phase 2: IMPLEMENT - Employee Training

## Must include:

- This program including the methodology and preventive measures
- Nature of the work place and associated hazards
- Employees duty to report
- Overview of the Act and regulations (Responsibilities, ICRP, RTW, Reporting Requirements)



# Phase 2: IMPLEMENT - Employee Training

## Training must be provided:

- Whenever new hazard information becomes available in the work place of that employee
- Before an employee is assigned a new activity or exposed to a new hazard



# Phase 2: IMPLEMENT - Employee Training

## Record Keeping

- Employee must acknowledge in writing that they received education, employer shall acknowledge in writing that they provided it.
- Keep paper or computerized records of the education provided to each employee for a period of two years after the employee ceases to be exposed to a hazard



# Phase 3: MONITOR - Program Evaluation

How often must I review my program?

- At least every **three years**
- Whenever there is a change in conditions in respect of hazards
- Whenever new hazard information in respect of a hazard in the work place becomes available



# Phase 3: MONITOR - Program Evaluation

- Evaluation shall be based on:
  - Conditions related to the work place and employee activities
  - Inspection reports
  - HOIR
  - Audits
  - First aid records and injury statistics
  - Observations of the policy and work place committees, or the representative, on the effectiveness of the program
  - Other relevant information.



# Phase 3: MONITOR - Program Evaluation Report

- When a program evaluation has been conducted:
  - Prepare a program evaluation report
- Keep the program evaluation report readily available for **6 years** after the date of the report





# Conclusion

- Purpose of HPP : To prevent rather than cure
- Make sure you include the appropriate committee (workplace or policy) or representative at ALL stages



# Connect with us...

The Labour Program is working to determine the most effective ways to connect with stakeholders and partners.

- Social media, Twitter, LinkedIn, Facebook
- Publish prosecutions online
- Linking information on the Canada.ca website (Health and Safety)

**1-800-641-4049 – Labour Toll Free Line**



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# Questions?

