Job Site Pre-Task Hazard Assessment (FLHA) Policy

1.0 Policy Purpose & Scope

The purpose of this policy is to mandate a systematic, documented process for identifying, assessing, and controlling hazards before any work task begins on company-controlled job sites. This proactive approach is the foundation of our hazard management system and is intended to prevent workplace injuries, illnesses, and incidents. This policy applies to all employees, contractors, subcontractors, and visitors performing work or tasks on any job site under the operational control of the company. It covers all routine, non-routine, and emergency work activities, including but not limited to construction, maintenance, repair, inspection, and service tasks. No work shall commence without a completed and approved Field Level Hazard Assessment (FLHA) for the specific task and location.

2.0 Regulatory Context & Compliance

This policy is driven by the following legislative and regulatory requirements:

(a) Workers Compensation Act (WCA) – Part 3, Division 3, Section 21, which establishes the employer's duty to ensure the health and safety of workers, including the identification and control of hazards.

(b) WorkSafeBC Occupational Health and Safety Regulation (OHSR) – Part 3, Sections 3.1 to 3.3, which require employers to conduct risk assessments and implement controls for all work activities.

(c) OHSR Part 4, Section 4.1, which mandates that workers be instructed in safe work procedures and hazard recognition.

(d) OHSR Part 20, Section 20.1, which specifically requires a written safe work procedure for construction activities, including a pre-task hazard assessment.

(e) The Canadian Criminal Code (Bill C-45) regarding criminal liability for organizations and their representatives for failing to ensure workplace safety. Compliance with this policy is mandatory and non-negotiable.

3.0 Roles & Responsibilities

Employer/Management:

(a) Provide resources, training, and tools necessary for effective FLHA implementation.

(b) Ensure all supervisors and workers receive initial and annual refresher training on FLHA procedures.

(c) Establish and maintain a system for reviewing and approving FLHA forms.

(d) Conduct periodic audits to verify FLHA compliance and effectiveness.

(e) Hold supervisors and workers accountable for FLHA completion and hazard control.

Supervisors: (a) Ensure that every worker under their supervision completes a FLHA before starting any new task or when conditions change.

(b) Review and sign off on FLHA forms to confirm hazards are identified and controls are adequate.

(c) Provide on-site coaching and corrective feedback to workers on hazard recognition.

(d) Stop work immediately if an uncontrolled hazard is identified.

(e) Report any FLHA-related deficiencies or near misses to management.

Workers: (a) Complete a FLHA for each task before commencing work, using the approved form or digital tool.

(b) Identify all potential hazards (physical, chemical, biological, ergonomic, environmental) associated with the task and location.

(c) Select and implement appropriate hazard controls (elimination, substitution, engineering, administrative, PPE).

(d) Sign the FLHA to acknowledge understanding and commitment to follow controls.

(e) Stop work and notify their supervisor if an unforeseen hazard arises or controls are inadequate.

4.0 Program Execution & Procedures

The FLHA process shall be executed as follows: Step 1 – Pre-Task

Briefing: Before any work begins, the work crew (including the worker and supervisor) shall gather at the job site to discuss the specific task, location, and surrounding conditions. Step 2 – Hazard

Identification: Using the company-approved FLHA form (paper or digital via SafeDesk), workers shall systematically identify all potential hazards.

Categories include: (a) Physical hazards (e.g., slips, trips, falls, pinch points, rotating equipment, overhead loads).

(b) Chemical hazards (e.g., solvents, fumes, dust, asbestos).

(c) Biological hazards (e.g., mold, insects, animals).

(d) Ergonomic hazards (e.g., repetitive motion, awkward postures, heavy lifting).

(e) Environmental hazards (e.g., weather, noise, lighting, confined spaces, traffic). Step 3 – Risk

Assessment: For each identified hazard, assess the likelihood and severity of potential harm using a simple risk matrix (Low, Medium, High). Step 4 – Control

Selection: Determine and document the most effective control measures using the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, personal protective equipment). Step 5 – Documentation & Sign-Off: Complete all sections of the FLHA form, including task description, date, time, crew names, hazard list, controls, and signatures of all workers and the supervisor. Step 6 – Communication: Review the completed FLHA with all crew members. Ensure everyone understands the hazards, controls, and emergency procedures. Step 7 – Ongoing

Monitoring: Throughout the task, workers shall continuously monitor for new or changing hazards. If conditions change (e.g., weather, equipment, personnel), stop work and complete a new FLHA. Step 8 – Post-Task

Review: Upon task completion, the supervisor shall collect and file the FLHA form. Any lessons learned or near misses shall be reported to the safety department for continuous improvement.

5.0 Review & Recordkeeping

Recordkeeping: Completed FLHA forms (paper or digital) shall be retained for a minimum of three

(3) years from the date of completion. Digital records shall be stored in the company's safety management system (SafeDesk) with secure backup. Paper forms shall be filed by job site and date in a designated central repository. Access to records shall be granted to safety personnel, supervisors, and regulatory inspectors upon request.

Review: This policy and the FLHA program shall be reviewed annually by the Joint Health and Safety Committee (JHSC) or Health and Safety Representative, in conjunction with management.

The review shall assess: (a) Compliance rates based on audits and inspections.

(b) Effectiveness of hazard identification and control measures.

(c) Incident and near-miss data related to pre-task assessments.

(d) Feedback from workers and supervisors.

(e) Changes in legislation or industry best practices. Any necessary revisions shall be documented, approved by the Corporate Safety Director, and communicated to all affected personnel within 30 days. A formal policy review shall also occur after any significant incident or regulatory change.