
Workplace Hazard Assessment For Each Position

1.0 Objective & Intent

The objective of this SOP is to establish a standardized process for identifying, documenting, and mitigating workplace hazards specific to each position within the cabinet and millwork manufacturing facility. This procedure ensures compliance with WorkSafeBC Regulation Part 3 (Rights and Responsibilities) and Part 4 (General Conditions), which mandate that employers conduct regular hazard assessments to protect workers from occupational risks.

The intent is to proactively identify physical, chemical, ergonomic, and safety hazards associated with each job role before they cause injury or illness. By systematically assessing each position, the company can implement targeted controls—engineering, administrative, or PPE—to eliminate or reduce risks to an acceptable level. This SOP mitigates the specific risk of unrecognized hazards leading to workplace accidents, regulatory fines, and worker compensation claims.

2.0 Operational Scope

This procedure applies to all positions within the cabinet and millwork manufacturing facility, including but not limited to: saw operators, edge bander operators, CNC router operators, sanders, assemblers, finishers, material handlers, maintenance technicians, and supervisors. The assessment covers all work areas such as the main production floor, finishing booth, lumber storage area, tool crib, and shipping/receiving dock.

Personnel responsible for conducting the hazard assessment include the Plant Safety Officer, Joint Health and Safety Committee (JHSC) members, and designated supervisors. All new positions must be assessed before the first day of work, and existing positions must be reassessed annually or whenever there is a significant change in equipment, materials, or processes. Contractors and temporary workers are also covered under this scope.

3.0 Hazard Identification & Mandatory PPE

- Hazards: Pinch points on saws and edge banders; rotating shafts on CNC routers; flying wood chips and dust from sanding operations; chemical exposure from finishing solvents and adhesives; noise levels exceeding 85 dBA from machinery; ergonomic strain from repetitive lifting and awkward postures; slips and falls on sawdust-covered floors; fire hazards from combustible dust accumulation; electrical shock from exposed wiring on portable tools.
- Mandatory PPE for all positions: CSA-approved steel-toed boots with slip-resistant soles; safety glasses with side shields (ANSI Z87.1); hearing protection (earplugs or earmuffs with NRR ≥ 25 dB) in all production areas; cut-resistant gloves (ANSI A4 or higher) when handling sharp tools or materials; respiratory protection (N95 half-mask respirator) when exposed to airborne dust or chemical vapors; high-visibility vest when working near forklift traffic.
- Position-specific PPE: Saw operators must wear Kevlar-reinforced gloves and a face shield; finishers must wear chemical-resistant gloves (nitrile or neoprene) and a full-face respirator with organic vapor cartridges; maintenance technicians must wear arc-rated clothing when working on electrical panels; material handlers must wear back support belts and impact-resistant gloves.

4.0 Required Safety Equipment & Tools

- Hazard Assessment Checklist (pre-printed or digital form) listing all potential hazard categories (mechanical, chemical, ergonomic, electrical, fire, noise, etc.)
- Sound level meter (Type 2 or better) for noise exposure measurements
- Air sampling pump with appropriate collection media (e.g., charcoal tubes for VOCs, filters for wood dust)

- Lux meter for lighting level assessment
- Thermal anemometer for ventilation measurements in finishing booth
- Lockout/Tagout (LOTO) kit with personal lock and hasp for equipment isolation during inspection
- Flashlight for inspecting confined spaces or dark areas
- Camera or smartphone for documenting hazards and conditions
- Personal protective equipment as listed in Section 3.0 for the assessor
- Clipboard, pen, and hazard marking tape (red or yellow) for flagging immediate dangers

5.0 Step-by-Step Safety Procedure

1. Notify the plant manager and all affected supervisors of the scheduled hazard assessment at least 24 hours in advance. Post a notice on the safety board and send an email to all department heads. Ensure no production activities are interrupted unless a critical hazard is identified.
2. Assemble the assessment team: Plant Safety Officer, one JHSC member, and the supervisor of the position being assessed. Review the previous hazard assessment for that position and note any outstanding corrective actions. Verify that all team members are wearing the required PPE before entering the production area.
3. Begin the assessment by observing the worker performing their routine tasks from a safe distance. Do not interrupt the worker unless an immediate life-threatening hazard is observed. Note the sequence of tasks, tools used, materials handled, and body postures. Use the hazard assessment checklist to systematically evaluate each hazard category.
4. For each identified hazard, determine the risk level using the risk matrix: likelihood (rare, unlikely, possible, likely, almost certain) multiplied by severity (negligible, minor, moderate, major, catastrophic). Record the risk level on the checklist. If the risk is high or extreme, immediately stop the operation and implement temporary controls (e.g., shutdown, guarding, or additional PPE).
5. Measure and document environmental factors: use the sound level meter to record noise exposure at the worker's ear position over a full work cycle; use the air sampling pump to collect a representative sample of airborne dust or chemical vapors; use the lux meter to measure lighting levels at the work surface; use the thermal anemometer to verify air velocity in the finishing booth meets the minimum 100 fpm requirement.
6. Interview the worker and their supervisor to gather input on hazards that may not be immediately visible, such as repetitive strain, near misses, or equipment malfunctions. Ask open-ended questions: 'What tasks feel unsafe?' 'Have you ever had a close call here?' 'What would make this job safer?' Document all responses verbatim on the checklist.
7. Review the existing controls for each hazard: engineering controls (machine guards, ventilation, noise enclosures), administrative controls (training, signage, job rotation), and PPE. Determine if the controls are adequate based on the risk level. If controls are insufficient, propose specific corrective actions with a target completion date and assign responsibility to a named individual.
8. Complete the hazard assessment form by summarizing all findings, risk ratings, and proposed controls. Have the assessor, JHSC member, and supervisor sign and date the form. Provide a copy to the worker, the supervisor, and the safety office. Enter the data into the SafeDesk digital system for tracking and trend analysis.
9. Flag any immediate life-threatening hazards with red hazard marking tape and verbally notify all nearby workers. Shut down the affected equipment or area until engineering controls are installed. Report the hazard to the plant manager and the JHSC within 1 hour. Initiate a formal incident investigation if a near miss or injury occurred.
10. Schedule a follow-up review within 30 days to verify that all corrective actions have been implemented and are effective. Update the hazard assessment form with the completion dates and re-sign. If the risk level remains high after controls, escalate to the plant manager for additional resources or process redesign. Archive the completed assessment in the SafeDesk system for a minimum of 5 years.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.