

Hazard/Aspect and Risk Assessment (HARA) Policy

1.0 POLICY

SaskPower is committed to maintaining a workplace in which health, safety and environment is part of everything we do and is as important as anything we do. One expression of our commitment to health, safety, and environment is the Hazard/Aspect and Risk Assessment (HARA) Policy. This policy supports SaskPower's Health, Safety and Environment Policy.

It is SaskPower policy that all health, safety, and environment risk assessments shall follow the Hazard/Aspect and Risk Assessment Standard. All work activities shall be assessed in order to identify existing and potential hazards/aspects and reasonably practicable measures shall be taken to eliminate or reduce/control the risk to an acceptable level.

The Safety and Environment Management Policy, Personal Protective Equipment Policy, Hazard/Aspect Control Policy, Motor Vehicle, Emergency Response, Public Safety and Incident Reporting and Investigating Policies have been combined with the HARA Policy.

2.0 APPLICATION/EXCEPTIONS

This policy applies to all SaskPower facilities/operations and all work activities, including contractor and visitor activities. There are no exceptions to the Hazard/Aspect and Risk Assessment Policy.

3.0 DEFINITIONS

3.1 Aspect

An element of an organization's activities, products, and/or services that can interact with the environment.

3.2 Hazard

Source or situation with the potential for harm in terms of injury or ill health, damage to property, damage to the work place environment, or a combination of these.

3.3 Hazard/Aspect and Risk Assessment (HARA)

The overall formal process to identify hazards/aspects and evaluate the risk of injury or illness arising from exposure to a hazard/aspect, with an objective to eliminate the risk or to utilize control measures to reduce the risk.

3.4 Learning Management System (LMS)

A learning management system is a software application used for the administration, documentation, tracking, reporting, automation and delivery of educational courses, training programs, or learning and development programs.

3.5 Management System

A management system is a set of interrelated elements used to establish policy and objectives and to achieve those objectives. A management system includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources.

3.6 Reasonably Practicable

Practicable unless the person on whom a duty is placed can show that there is a gross disproportion between the benefit of the duty and the cost, in time, trouble and money, of the measures to secure the duty.

3.7 Residual Risk

Residual risks are risks that remain after implementing controls to reduce the risk.

3.8 Risk

The combination of likelihood and consequences of a specified hazardous event occurring.

4.0 ROLES AND RESPONSIBILITIES

4.1 SaskPower Divisions shall:

- Provide resources to support the requirements of the Hazard/Aspect and Risk Assessment Policy and its standard.
- Facilitate the development and maintenance of the Division's procedures.
- Implement the Hazard/Aspect and Risk Assessment Policy, Standard and Procedures in accordance with requirements defined within the SaskPower Safety and Environment Management Systems.
- Ensure actions and results from the Health and Safety Council and Environment Leadership Committee are communicated throughout the organization.
- Monitor the effectiveness of the Hazard/Aspect and Risk Assessment Policy, Standards and Procedures for their respective areas of responsibility.
- Provide SaskPower employees with relevant training before work begins.
- Where elimination of the hazard/aspect is not possible, and controls are required, incorporate engineering controls, administrative controls and/or personal protective equipment, using a multiple barrier system.
- Communicate SaskPower requirements for hazard/aspect controls to contractors and to visitors.
- Maintain a process of continuous improvement.
- Identify all tasks, assignments and circumstances requiring the use of personal protective equipment (PPE) through hazard identification and risk assessment.
- Provide required PPE, tools and equipment to SaskPower employees before work begins.
- Develop and/or maintain a process or processes whereby SaskPower PPE, tools and equipment is inspected, maintained and returned to or removed from use.
- In the event of an incident and to reduce harm, exposure or damage to equipment, develop and maintain appropriate emergency response plans (ERP).
- As follow-up to an incident, investigate for cause, and develop corrective actions to prevent future incidents from occurring and identify how to better manage a hazard.

4.2 Safety and Environment shall:

- Develop, implement and monitor compliance with the Hazard/Aspect and Risk Assessment Policy, Standard, processes and procedures.
- Ensure that standards supporting this policy are developed in consideration of OHSAS 18001 and ISO 14001 Standards, as well as Occupational Health and Safety Legal requirements, best practices and existing SaskPower procedures.
- Comply with and provide support for implementing the Hazard/Aspect and Risk Assessment Policy, standard and procedures.
- Support each Division in meeting their responsibilities for this policy by maintaining and distributing the corporate list of hazards/aspects.
- Supporting the Division compliance and performance for this policy through the audit processes, work observations, inspections and other means to monitor.
- Act as a resource in establishing health, safety, and environment requirements for their respective areas.
- Review HARA effectiveness and lead change when required.
- Support each Division in meeting its responsibilities under this policy by:
 - Assisting in the assessment of requirements as may be requested by the Division.
 - Providing specialized training when requested by the Division
 - Assess Division compliance and performance for this policy.
 - Assisting in monitoring compliance.
 - In the event of an incident and to reduce harm, exposure or damage to equipment, supporting the Division in developing appropriate emergency response plans (ERP).
 - Assisting in the assessment of ERP sufficiency via test exercise design and execution.
 - Suggesting improvements for in-place ERP through review and gap analysis.
 - Providing support for incident investigation, so that corrective action is identified, implemented and monitored, on how to better manage a hazard.

4.3 Contractors shall:

- Comply with the requirements of the policy and supporting standard.
- Participate in orientation and HARA meetings prior to the work commencing. Contractors may use their own processes as long as they meet or exceed SaskPower's.
- Participate in orientation and tailboard meetings prior to the work commencing.
- Act on any requirements made through work observations, inspections and other means of monitoring.
- Be prepared for emergency response requirements, as required by SaskPower.
- Report an incident to SaskPower, investigate for root cause, as well as identify, implement and monitor corrective action, to better manage the hazard(s) associated with the incident.

4.4 Occupational Health Committees (OHC) shall:

- Monitor compliance with this policy, standards, procedures and related plans as they relate to health and safety.
- Promote and communicate corrective actions identified.
- Monitor effectiveness of local emergency response plans.
- Assist with incident investigation where necessary.

4.5 Health and Safety Council shall:

- Advise and recommend actions based on Safety Hazards.

4.6 Environmental Leadership Committee shall:

- Advise and recommend actions based on Corporate Environmental Aspects.

5.0 TRAINING

- Training requirements shall be identified and managed in accordance with the LMS.

6.0 RESOURCES

Corporate Safety and Environment shall assist in all aspects of complying with this policy, as outlined or requested

7.0 REFERENCES

- Third Party
 - OHSAS 18001
 - ISO 14001
 - CSA-Z731-03 (R2014)
 - NFPA 1600 (2004)
- Saskatchewan
 - *The Occupational Health and Safety Regulations, 2020*
 - Saskatchewan Employment Act (Part III)
- SaskPower
 - SaskPower Health, Safety and Environment Policy
 - Safety and Environment Rulebook
 - Hazard Aspect and Risk Assessment Standard
 - SaskPower Safety Standards - Various
 - SaskPower Risk Matrix