

Hazard/Aspect and Risk Assessment (HARA) Standard

1.0 PURPOSE

This standard supports the Hazard/Aspect and Risk Assessment (HARA) Policy and is intended to ensure a consistent method for identification of risks, assessment of risks and the application of necessary controls.

2.0 DEFINITIONS

2.1. Controls

Measures taken to eliminate, prevent or minimize hazard/aspect exposure through equipment, process, facility design, redesign or through training, procedures and communication.

2.2. Aspect

An element of an organizations activities, products, and/or services that can interact with the environment. The relationship between the aspect and impact is cause and effect.

2.3. 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.

2.4. 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.

2.5. 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.

2.6. Personal Protective Equipment (PPE)

Any clothing, device or other article that is intended to be worn or used by a worker to prevent injury or to facilitate rescue.

2.7. Risk

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

3.0 METHOD/PRACTICE

3.1. Hazard/Aspect Identification

- Shall be done at a corporate, division, facility and job-specific level.
- Hazard/Aspect and Risk Assessments shall be performed and documented prior to any work being started
- Hazard/Aspect and Risk Assessments shall be documented.
- Hazards/Aspects shall be documented, controls applied to the applicable Hazards/Aspects and residual risk identified and gauged according to the SaskPower Risk Matrix.
- Methods and frequency of hazard/aspect identification at the facility and job specific level shall be defined in division procedures

- Risk Assessment forms/journals shall be established to provide employees with a tool to document risk assessments
- HARA's must be revisited anytime conditions change that were not identified. Those changes must be documented and communicated as per the local procedure.

3.2. Control Measures

- Risk assessments shall identify required controls.
- Control measures shall be documented in the Health & Safety and Environment Management Systems and may include engineering controls, administrative controls, work procedures or personal protective equipment.
- Control measures shall be appropriate to the level of risk.
- All employees are prohibited from entering a work site until they have received a site orientation from a competent employee. All job steps, hazards/aspects and required controls as stated on the risk assessment must be reviewed, communicated and signed off on.

3.3. Risk Assessment

- Hazard/Aspect and Risk Assessments shall be completed in accordance with the Hazard/Aspect and Risk Assessment Policy.
- Risk assessments shall consider the risks to the sustainability of SaskPower's business including financial, regulatory, environmental performance, reputational, strategic and operational aspects.
- Risk shall be analyzed by measuring the likelihood against the consequences. Health & Safety and Environment shall complete an analysis to determine the parameters of consequence and likelihood in their respective divisions.
- Risk analysis is assessed after multiple controls have been applied.
- The residual risk shall be assessed using the HARA Risk Matrix. Any tasks that are assessed as red shall not proceed without a document conversation with one's Supervisor that results in the reduction of the risk to an acceptable level.

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3.5. Frequency of Risk Assessments

- Defined in Division procedures based on level of risk and job specific activities.

3.6. Record Retention

- Completed corporate level risk assessments shall be retained in the Health & Safety and Environment Management Systems.
- Job specific HARAs shall be maintained according to Records & Information Management (RIM) and local procedures.

4.0 RESOURCES

Health & Safety and Environment shall assist in all aspects of complying with this standard, as outlined or requested.

5.0 REFERENCES

- Saskatchewan
 - The Occupational Health and Safety Regulations, 1996
- Health and Safety (located on SafetyNet)
 - Hazard/Aspect and Risk Assessment Policy
 - SaskPower Risk Matrix