

Safety and Environment Standard

HAZARD ASPECT AND RISK ASSESSMENT (HARA)

1 PURPOSE

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

2 SCOPE

This standard identifies SaskPower's requirements when performing a Hazard/Aspect and Risk Assessment of the work to be performed. Performing a HARA prior to starting any work is a Safety Absolute for everyone who works on a SaskPower site.

This standard outlines the minimum requirements that shall be met or exceeded by SaskPower workers and contractors. Failure to comply may result in injuries, environmental harm, damage to equipment and property, performance management or any combination thereof.

The use of the word "shall" within this standard denotes a mandatory action, whereas the use of the word "should" or "may" denotes a recommended action.

3 DEFINITIONS

The following definitions apply to this standard:

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

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

Environment and Safety Management Information System (ESMIS) - An information management system made up of a set of interrelated elements used to organize information that will support policy and objectives and to achieve those objectives.

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

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.

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.

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

4 REQUIREMENTS

4.1 SAFETY HAZARD AND ENVIRONMENTAL ASPECT IDENTIFICATION

Safety hazard and environmental aspect identification is a fundamental and initial step of completing a HARA. The following outlines the requirements:

- Hazard/Aspect identification shall be done at a corporate, division, facility and job-specific level
- Hazard/Aspects identified shall be documented prior to any work being performed
- Hazard/Aspects identified shall be documented on work specific forms
- Methods and frequency of hazard/aspect identification at the facility and job specific level shall be defined in division procedures
- Risk Assessment forms/journals have been implemented to provide employees with a tool to document risk assessments
- A HARA must be revisited anytime conditions change that were not identified. Those changes must be documented on the HARA and clearly communicated to any worker/contractor that will be impacted, as per the local procedure

4.2 CONTROL MEASURES

Safety hazard and environmental aspect identification will determine which appropriate control measures are needed. The following outlines the requirements:

- Control measures shall be documented in the 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

4.3 RISK ASSESSMENT

Risk assessment will determine if control measures are effective and work may proceed. The following outlines the requirements:

- 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.
- Risk analysis is assessed after all applicable controls have been applied.
- The residual risk rating shall be assessed using the HARA Risk Matrix. Any tasks that are assessed as red shall not proceed without a documented conversation with one's Supervisor that results in the reduction of the risk to an acceptable level.

4.4 FREQUENCY OF RISK ASSESSMENTS

Frequency of risk assessments is defined in Division procedures based on level of risk and job specific activities.

4.5 RECORD RETENTION

Record retention requirements for Hazard/Aspect and Risk Assessment documentation shall be as follows:

- Completed Corporate Level Risk Assessments shall be retained in the ESMIS.
- Job specific HARAs shall be maintained according to Records & Information Management (RIM) and local procedures.

5 IMPLEMENTATION

The requirements of this version of the standard are to be met within six months of the approval date at which time the previous version will be superseded.

6 RESOURCES

6.1 INTERNAL RESOURCES

Related Policies:	Hazard/Aspect and Risk Assessment Policy
References:	SaskPower Risk Matrix
Related Standards:	Standard Protection Code SaskPower Safety and/or Environment Standards – Various
Additional Information:	Safety and Environment Rulebook Safety Absolutes Directive HARA Procedure – Various Groups Deviation from Safe Work Procedures Template

6.2 EXTERNAL RESOURCES

Related Legislation:	<i>The Occupational Health and Safety Regulations, 2020</i> <i>The Saskatchewan Employment Act (Part III)</i> <i>Various Environmental Legislation</i>
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Ownership

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