

## Hazard and Control Assessment

Submit a Hazard and Control Assessment when planning work that is new or significantly different than what has been previously completed. This includes implementing a new procedure, using new or different equipment or chemicals, working in a new location, etc.

The assessment may be completed by individuals who are familiar with the proposed work – this may include graduate students, staff, and faculty members. Forms should be reviewed by 1) the person responsible for the task or space (Laboratory Instructor, Laboratory Supervisor, etc.), 2) the Department Chair, and 3) the Safety Advisor, Science Activities. If the person responsible for a space or task completes the assessment, they do not also have to complete a review. Review by the Dean of Science and the Senior Director of Facilities Management may occur depending on the proposed activity (e.g. changes to power or ventilation requirements).

When completing the hazard and control assessment, please indicate N/A if any questions are not applicable. A hazard is anything that has the potential to cause harm to people or property (equipment, facilities). See Chapter 3 of the Saint Mary’s University OHS Program Manual for more information on completing hazard assessments.

<https://www.smu.ca/about/ohs-programs.html>

When working with the new chemical, equipment, or process after approval through the Hazard and Control process, closely monitor to ensure that risk mitigation controls are operating as expected. Adjustments to the work procedure are to be made as needed.

Please consult with the Safety Advisor, Science Activities – [Leanne.Lucas@smu.ca](mailto:Leanne.Lucas@smu.ca), if there are questions while completing the assessment.

<b>Hazard Assessment</b>			
Date:		Location (Building and Room #):	
Name of item or process to be assessed:			
Describe use of the item or process. How long, where, and how frequently will the process or item be used?			
Describe the hazards associated with the item or process (include WHMIS classification, SDS, routes of entry, equipment manual, etc.). Specify whether the item or process has electrical or ventilation requirements. Will the item or process require or produce heat, be used under pressure, produce toxic by-products, etc.?			
Describe whether there have been any incidents or near misses with the use of the item or process.			

Is there an SOP readily available to use the item or process?	Yes	No
If No, please provide a timeline for when the SOP will be ready.		
Are UNDERGRADUATE or GRADUATE students intended to be involved in the work? (Please specify). Separately list student names, training and work experience with this type of item or process. <i>Please ensure that the undergraduate or graduate hazard research assessment forms are completed, as applicable.</i>		

<b>Control Assessment</b>		
Risk is the probability that a hazard will result in harm multiplied by the severity of that harm (risk = probability of harm X severity of harm). Describe the mitigation strategies that will be used to eliminate or minimize the level of risk associated with the hazards listed above. Use the hierarchy of controls to describe the risk mitigation strategies (elimination, substitution, engineering, administrative, PPE).		
Are there special hazards that may require additional/specific training or information?	Yes	No
If Yes, briefly describe how it will be done.		
If this assessment is applicable to the use of new equipment, is training being provided by internal or external personnel? If external, please include the name and contact information for the external party providing training.		

Instructor/ Supervisor Comments:
Department Chair Comments:
Safety Advisor, Science Activities Comments:
Dean of Science Comments (Optional):

Senior Director of Facilities Management Comments (Optional):
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	Print Name	Signature	Date
Prepared By			
Reviewed By Instructor/Supervisor			
Reviewed By Department Chair			
Reviewed By Safety Advisor, Science Activities			

Referred review by Facilities Management and the Dean of Science in cases where changes to ventilation or electrical may be required.

	Print Name	Signature	Date
Reviewed By Dean of Science			
Reviewed By Senior Director of Facilities Management			