CALGARY SAFETY CONSULTANTS

Hazard Assessment Program Checklist

Is your hazard assessment system complete and audit-ready?

How to use this checklist

Use this checklist to confirm that your hazard assessment system is complete, current and ready for an audit or a visit from a regulator. Work through it with your joint health and safety committee or representative. Tick each item you can show evidence for, note where the evidence is kept, and record every gap in the action plan. It's a summary, so check the current legislation and your certifying partner's audit protocol before you finalize anything.

- **Section 1** summarizes the legal duty to assess hazards in each jurisdiction.
- **Sections 2 to 9** check your procedure, coverage, assessment quality, worker involvement, communication, the FLHA link, review and records.
- **Section 10** lists the evidence an auditor typically asks for. **Section 11** is the gap action plan, followed by sign-off.
- Use the Formal Hazard Assessment Worksheet for the individual assessments this checklist refers to.

Definitions

Term	Meaning
Hazard assessment system	The procedure, inventory, assessments, review cycle and records that together manage hazards across the organization.
Formal hazard assessment	A planned, written, dated and approved assessment of a site, job, task, equipment or process.
JHA	Job hazard analysis: the formal assessment of one job or position and every task in it.
Site-specific assessment	A daily or start-of-task check at the work location, such as an FLHA. COR audit protocols such as Energy Safety Canada's check it as a separate system.
Residual risk	The risk that remains once controls are in place.
Trigger	An event that requires an assessment to be reviewed before work continues.

Section 1: Legal requirements by jurisdiction

Summary as of October 2026. Thresholds, exemptions and hazard-specific rules are not all shown. Check the official text for your jurisdiction.

Jurisdiction	Main rules	What the law requires (summary)	Written and reviewed
Alberta	OHS Code Part 2, ss. 7 to 9; OHS Act s. 3	Assess the work site and identify existing and potential hazards before work begins; prepare a report of results and controls; involve affected workers; eliminate, or control by engineering, administrative controls, then PPE. Keep hazard and control information readily available.	Dated report. Repeat at reasonably practicable intervals, on a new or changed work process and before significant site alterations
British Columbia	Workers Compensation Act s. 21; OHS Regulation Parts 3 and 4	Remedy hazardous conditions; make workers aware of known or reasonably foreseeable hazards; inspect premises, equipment, work methods and practices. Specific assessments: working alone (4.20.2), violence (4.28), MSI (4.47 to 4.50).	Formal program at 20+ workers with a moderate or high hazard workplace, or 50+
Saskatchewan	OHS Regulations, 2020 s. 3-11	Program identifies existing and potential risks and the measures to control them; worker participation strategy.	Table 7 workplaces with 10+ workers. Review at least every 3 years and on change
Manitoba	Workplace Safety and Health Act s. 7.4	Program identifies existing and potential dangers and control measures; procedure for worker participation.	Written at 20+ workers. Review every 3 years, sooner on change

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Jurisdiction	Main rules	What the law requires (summary)	Written and reviewed
Ontario	OHSA s. 25(2)	Inform, instruct and supervise; inform workers of any hazard in the work; every reasonable precaution. No general hazard assessment section.	Written policy reviewed yearly and a program where more than 5 workers
Quebec	Act respecting occupational health and safety ss. 51, 58, 59, 61.1, 61.2	Methods to identify, control and eliminate risks. Prevention program identifies and analyzes risks, including chemical, biological, physical, ergonomic and psychosocial risks.	Prevention program at 20+ workers; action plan otherwise
Nova Scotia	OHS Act	OH&S policy and program, including hazard identification and control (WCB NS recommends JHA).	Policy at 5+ workers; policy and program at 20+
New Brunswick	OHS Act ss. 8.1, 9	Hazard identification system starting with an evaluation of the place of employment; monthly inspections; acquaint employees with hazards.	Written program at 20+. Reviewed at least once a year
Prince Edward Island	OHS Act ss. 12, 23	Hazard identification system with an evaluation of the workplace; follow-up and control of identified hazards; workers familiar with hazards.	Written program at 20+. Reviewed at least annually
Newfoundland and Labrador	OHS Act ss. 5, 36.1, 36.2	Workers and supervisors made familiar with hazards. WorkplaceNL program element: hazard recognition, evaluation and control.	Written program at 20+; policy under 20. WorkplaceNL: review every 3 years or on change
Yukon	Workers' Safety and Compensation Act; Workplace Health and Safety Regulations Part 1	Employers must conduct hazard assessments and eliminate or control hazards. WSCB publishes formal and site-specific templates.	See the Act and regulations
NWT and Nunavut	NWT OHS Regulations s. 21 (check Nunavut's current regulations); WSCC Hazard Assessment Code of Practice	Hazards identified through a hazard recognition program; controls; worker participation strategy. Code: formal assessment of all tasks of all positions, plus site-specific assessments.	Written at 20+. Review at least every 3 years; code expects formal assessments redone at least annually
Federal	Canada Labour Code Part II; COHSR Part XIX	Hazard identification and assessment methodology with a record of hazards; assessment factors; order: eliminate (incl. engineering), reduce or isolate, PPE, administrative; training.	Federally regulated employers (no size threshold). Evaluate at least every 3 years; keep reports 6 years

Jurisdictions our system must meet

- ☐ Alberta
- ☐ British Columbia
- ☐ Saskatchewan
- ☐ Manitoba
- ☐ Ontario
- ☐ Quebec
- ☐ Nova Scotia
- ☐ New Brunswick
- ☐ PEI
- ☐ Newfoundland and Labrador
- ☐ Yukon
- ☐ NWT or Nunavut
- ☐ Federal

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Section 2: Procedure and responsibilities

- [ ] A written hazard assessment procedure explains the types of assessment used (site, JHA, task, equipment or process, change) and when each is required.
- [ ] The procedure names who leads assessments, who takes part and who approves them.
- [ ] People who lead assessments have been trained in the method.
- [ ] A consistent risk rating method is defined, using two or more factors (for example likelihood and severity).
- [ ] The procedure requires controls to be chosen using the hierarchy of controls.
- [ ] The procedure sets review triggers and a scheduled review frequency.
- [ ] Senior managers know the highest-rated hazards in the business.

Section 3: Coverage and the hazard inventory

- [ ] A hazard inventory lists every site or work area, every job or position, critical tasks, and the equipment, chemicals and processes used.
- [ ] Every job or position on the org chart has a current JHA with tasks identified.
- [ ] Each JHA identifies both health and safety hazards for each task.
- [ ] Non-routine work is covered: maintenance, cleaning, set-up, driving, call-outs, seasonal and after-hours tasks.
- [ ] Work done alone or at client and remote sites is covered.
- [ ] New equipment, chemicals and processes are assessed before they go into service.

Area	Total in inventory	Assessed	Current (in review date)	Gap
Sites and work areas				
Jobs and positions (JHAs)				
Critical tasks				
Equipment and processes				
Contractor scopes				

Section 4: Assessment quality

- [ ] Tasks are broken into steps in the order they're done, based on watching the work.
- [ ] Hazards describe what could happen, not just a category.
- [ ] Each hazard has an initial risk rating, and residual risk is rated with controls in place.
- [ ] Elimination, substitution and engineering controls were considered before administrative controls and PPE.
- [ ] Each new control has an owner and a due date, and high or critical risks are closed before work starts.
- [ ] Assessments are written in plain language the crew can follow.

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Section 5: Worker involvement

- [ ] Workers who do the job took part in building or reviewing each assessment.
- [ ] The record shows who took part (names, dates, signatures).
- [ ] The committee or representative participates in or reviews the assessments.
- [ ] Workers can describe the hazards and controls for their own job when asked.
- [ ] There's a way for workers to report hazards and suggest changes, and they get a response.

Section 6: Communication and integration

- [ ] Every worker has reviewed the JHA for their job, and the review is recorded.
- [ ] Current assessments are available where the work is done (site, truck, shop, tablet or phone).
- [ ] Controls flow into safe work procedures, PPE rules, training requirements and orientation.
- [ ] Hazards from the assessments appear on inspection checklists.
- [ ] Changes to controls are communicated to affected workers.
- [ ] Contractors and prime contractors receive the hazard information that affects them.

Section 7: Site-specific (FLHA) link

- [ ] A site-specific hazard identification system (such as FLHAs) is completed before work starts each day and when conditions change.
- [ ] FLHAs reference the applicable JHA rather than repeating it.
- [ ] Affected workers take part in and sign the FLHA.
- [ ] Hazards found on FLHAs that the JHA doesn't cover are sent back for a JHA review.

Section 8: Review triggers and cycle

- [ ] Assessments are reviewed before new or changed work processes, equipment, materials or site alterations.
- [ ] Incident and near-miss investigations check whether the related assessment needs updating.
- [ ] Inspection findings and worker concerns trigger reviews where needed.
- [ ] Scheduled reviews happen at the set frequency, and each review is recorded even when nothing changes.
- [ ] The program as a whole is reviewed at least as often as your jurisdiction requires.

Section 9: Records

- [ ] Each assessment shows its type, scope, number, version, date prepared or revised, and approval.
- [ ] A register ties assessments to the inventory with review dates.
- [ ] Superseded versions are kept on file.
- [ ] Records are kept for the period your jurisdiction, certifying partner or company requires (the federal rules keep program evaluation reports for 6 years).
- [ ] Records can be found quickly by a supervisor, auditor or officer.

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Section 10: Audit evidence list

Evidence an auditor typically asks for	Where it's kept	Ready	Gap
Hazard assessment procedure		☐	
Hazard inventory or register		☐	
JHA for every position, with tasks and hazards		☐	
Risk ratings using two or more factors		☐	
Review procedure and review records		☐	
Training records for assessment leaders		☐	
Worker participation records and signatures		☐	
FLHA procedure and completed FLHAs		☐	
Hazard reporting records and follow-up		☐	
Communication of control changes to workers		☐	

Auditors also confirm through interviews: workers are asked whether they took part in assessments, and senior managers about the highest-rated hazards. CORs and SECORs are issued through the applicable certifying partner.

Common mistakes to avoid

- Relying on daily FLHAs in place of formal assessments.
- No hazard inventory, so nobody can show the system is complete.
- Generic templates that don't match how the work is done.
- Hazards listed but never rated, or controls that jump straight to PPE.
- No record of worker involvement, or workers who can't describe their own JHA.
- Assessments that are never reviewed, or reviewed without a record.

Section 11: Gap action plan

Gap found	Action	Owner	Due	Done	Closed
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

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Worked examples: from gap to action

Gap found	Typical action
Two positions have no JHA (a new estimator and a part-time cleaner).	Add both to the inventory; complete JHAs with the workers in those roles; review with them and record signatures.
All JHAs carry the same date from three years ago.	Set a review schedule in the procedure; review the highest-risk JHAs first with the crews; record each review, even where nothing changes.
FLHAs keep listing a traffic hazard at the yard gate that no assessment covers.	Update the yard site assessment and the affected JHAs; add an engineering control such as a separate pedestrian gate.
Workers can't say how they took part in the assessments.	Hold JHA review sessions by crew; record attendance and changes; explain at toolbox talks how worker input changed the controls.
Risk ratings use one factor only (for example, high, medium, low with no criteria).	Adopt a likelihood and severity method; re-rate the existing hazards and train assessment leaders on it.

Program review summary

Date of this review

Reviewed by

Sites and jobs covered

Overall status

☐ Complete and audit-ready ☐ Minor gaps, action plan set ☐ Significant gaps, not audit-ready

Summary of findings and priorities

Sign-off

Checklist completed by | **Position** | **Date**

Committee co-chair or representative | **Signature** | **Date**

Senior manager | **Signature** | **Next program review**

Want help? Calgary Safety Consultants helps employers build hazard inventories, site assessments, JHAs and task assessments with their workers, set up review procedures and prepare for COR and SECOR audits. Call 1-888-231-0358 or visit calgarysafetyconsultants.ca. Free guide: calgarysafetyconsultants.ca/safety-guides/hazard-management/formal-hazard-assessment/.

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