

CITY AND COUNTY OF DENVER

Risk Assessment Policy		
Occupational Safety and Health Management System No. 65.4 This policy was developed and shall be implemented under the authority of Executive Order No. 65 and the Risk Management Office.	January 1995 Revised – January 1, 2008	Prepared / Revised By: Risk Management – Safety Unit

1.0 Introduction

"Risks" are sources of potential danger. They are usually in the form of physical, chemical or biological contact. Examples of safety-related risks include falls from elevated heights, electrical work and operating mobile equipment. Health-related risks include exposure to noise, hazardous materials and bloodborne pathogens. This policy has been developed to ensure that risks and hazards associated with work activities are identified so that control measures can be established to protect workers. Risk assessments will be performed for all City operations which are considered hazardous and which could cause serious harm to employees if safe work practices are not followed. There are two types of risk assessments that can be conducted. They are as follows:

- a) Job Hazard Analysis (JHA) (Policy 65.4.1) The JHA is the simpler form of a risk assessment and could be used for office environments, material handling activities and simple machining processes. The purpose of the JHA is to identify task- specific hazards that are present or that may be encountered during the performance of an operation or a work assignment. The JHA shall consider all environmental, safety and health aspects of the operation. Additionally, the JHA shall list precautionary measures that are necessary to control the identified hazards. JHAs are completed by simply listing the hazards and control measures in a standard preformatted table as described in Policy 65.4.1.
- b) Safe Operating Procedure (SOP) (Policy 65.4.2) SOPs will be developed for more complex operations or ongoing hazardous activities and shall be developed in addition to or in place of JHAs. Examples of complex operations include but are not limited to, confined space entry, hazardous energy control, fall protection, flammable liquid and hot work activities. SOPs shall thoroughly describe safe work practices and control measures that must be followed to minimize exposure potentials to hazardous conditions. SOPs shall also describe emergency response procedures and employee training requirements.

2.0 General Rules

The first step in the risk assessment process is to determine whether or not a JHA is sufficient for the activity. If the work is not complex and there are minimal hazards, a JHA shall be adequate. However, if the work will be ongoing and there are significant risks of serious injury, an SOP shall be developed. An SOP may be developed in addition to a JHA if it is determined during the JHA process that an SOP is warranted. The next step is to identify the hazards. Once the hazards of the

operation have been identified, precautionary control measures must be listed that will minimize exposure to potential hazards.

3.0 Responsibilities:

3.1. Risk Management Office

- a) At the request of individual departments and agencies, assist in performance of risk assessments, and assist development of Job Hazard Analyses and Safe Operating Procedures.
- b) Conduct periodic audits of the individual departments / agencies to ensure citywide compliance with the Risk Assessment Policy. The audit will include a review of JHAs and SOPS.

3.2. Department and Agency Heads

- a) Direct managers and supervisors within their organization to develop JHAs and SOPS for hazardous operations.
- b) Review and become familiar with the JHAs and SOPS that have been developed for hazardous operations within their organization.
- c) Enforce compliance with JHAs and SOPS through training, counseling, and disciplinary procedures.

3.3. First Line Manager / Supervisor

- a) Ensure that JHAs and SOPS are developed for all hazardous operations within their organization.
- b) Require all employees under their direction to review JHAs and SOPS before beginning a work assignment where hazards are present that could cause serious injury if safe work practices are not followed.
- c) Review and approve (or reject) JHAs and SOPS.
- d) Ensure that JHAs and SOPS are reviewed and updated as necessary at least every two years.
- e) Enforce compliance with JHAs and SOPS through training, counseling, and disciplinary procedures.

3.4. Safety Professional / Representatives

- a) Work with supervisors and/or Risk Management Safety to help ensure that JHAs and SOPS for hazardous work activities are developed.

3.5. Employees

- a) Work with supervisor to develop JHAs and SOPs for hazardous work activities.
- b) Review previously developed JHAs and SOPS before beginning projects where hazards are present that could cause serious injury.
- c) Never attempt to perform work activities without the proper training in safe work practices.
- d) Comply with the requirements of JHAs and SOPs.