HACF/FHACF PROCEDURE

The Hazard Assessment and Control Procedure sets out the requirements and responsibilities for identifying, assessing, and controlling workplace hazards at the University of Calgary.

Hazard assessments are required for all job positions at the University of Calgary and are to be completed using the Hazard Assessment and Control Forms (HACF). All job positions must be tied to a HACF — however, one HACF may be completed for a number of job positions with similar tasks.

- Complete Hazard Assessment Training.
- Complete Hazard Assessment and Control Forms (HACF) for, and discuss with, your direct reports. Involve affected employees when completing HACF. Updates are required at reasonably practicable intervals, after an incident or when changes to operations/equipment are implemented.
- Read and review the HACF for your job description and provide feedback to your supervisor/manager. Participate in completing HACF when requested.
- Provide, implement, and enforce the use of controls for hazards identified in HACF.
- Use hazard controls identified in HACF, including engineering controls, administrative controls and personal protective equipment (PPE).
- Complete training in the use, care, maintenance and limitations of required personal protective equipment (PPE) identified in the HACF.
- Implement or participate in a preventive maintenance program and process to maintain equipment and ensure defective equipment is not used.