

Equipment Hazard Assessment Completion Guide

1. Purpose

This procedure provides guidance on completing the [Equipment Hazard Identification & Control Form](#).

2. Scope

This procedure applies to all farm, research, grounds, and agricultural equipment used by University employees, including equipment that is owned, leased or borrowed.

3. Responsibilities

Equipment Owner / Supervisor / Lead Technician

- Complete the hazard assessment for each piece of equipment or each group of equipment type.
- Consult the equipment manual, if available, the manufacturer/distributor and Health, Safety and Wellness as required.
- Ensure all identified hazards have corresponding controls, which are implemented.
- Write a Safe Operating Procedure (SOP), making sure to incorporate the hazards identified through the Hazard Assessment
- Utilize the SOP in the training and seasonal review, of all operators, as appropriate.
- Review and update the hazard assessment and SOP periodically and whenever equipment, processes, or regulations change.

Equipment Operators

- Participate in the hazard assessment process.
- Follow required control measures and safe operating procedures.
- Report hazards or deficiencies to their supervisor.

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4. Procedure**Step 1: Complete the Equipment Details Section**

Enter all available information about the equipment.

Step 2: Review Licensing, Permitting and Certification Requirements

Determine whether operation or ownership of the equipment requires:

- Operator certification or licensing
- Permits or regulatory approvals

Examples:

- Forklift operator certification
- License plating or CVOR
- Approvals (e.g., Canadian Standards Association (CSA), Underwriters Laboratories (UL/cUL)
- Slow Moving Vehicle signage

Step 3: Identify Equipment Hazards

Using the hazard checklist provided on Page 2 of the form, consider normal operation, operator positioning during use, transport, and storage activities, maintenance, cleaning and repair activities. Check all hazards that apply.

Step 4: Document Identified Hazards

For each hazard identified:

1. Enter the hazard description in the **Identified Hazards** column on Page 1.
2. Be specific and describe the exposure scenario.

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Example:

Identified Hazard
Mechanical hazards – pinch points, moving parts, cutting shearing
Noise exposure above 85 dBA
Dust exposure
Ergonomics – heavy loads, extended reach, awkward positioning
Fall <3m or while mounting or dismounting

Step 5: Determine Required Controls

For each hazard, identify controls using the hierarchy of controls listed on the form. Controls should be considered in the following order:

1. Elimination
2. Substitution
3. Isolation
4. Engineering Controls
5. Administrative Controls
6. Personal Protective Equipment (PPE)

Examples

Hazard	Required Control
Mechanical hazards – pinch points, moving parts, cutting shearing	Machine guards, LOTO during maintenance and repairs, training on safe operation

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Noise exposure above 85 dBA	Hearing protection devices (HPDs); training on use of HPDs
Dust exposure	Exposure <OEL; respirator optional; training on use of respirator if needed and dust mitigation
Ergonomics – heavy loads, extended reach, awkward positioning	2-person lifts, use of assistive devices; training on safe work procedures, safe lifting
Fall <3m or while mounting or dismounting	3 points of contact on ladders; do not work from ladder; ladder safety

Step 6: Verify Control Implementation

For each required control:

- Indicate whether the control has already been implemented by checking **Yes** or **No** in the Controls Implemented section.
- Verify controls are in use during equipment inspection or operation.

Examples include:

- Machine guarding installed
- Emergency stop procedures functioning
- Required PPE available and worn

Step 7: Complete the Implementation Plan

For controls not yet implemented:

Record:

- Required action

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- Person(s) responsible
- Proposed completion date
- Actual completion date

Examples:

Action Required	Responsible Person	Proposed Completion
Install machine guard	Manager	May 1, 2027
Install emergency stop	Supervisor	April 15, 2027

The implementation plan should be reviewed until all corrective actions have been completed.

Step 8: Complete Approval Section

The individual conducting the assessment must provide:

- Name
- Position Title
- Signature
- Date

The assessment must then be reviewed and approved by the appropriate party and signed off in the review section of the form on Page 2:

- Principal Investigator
- Supervisor
- Manager
- Department Head

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5. Review Frequency

The assessment should be reviewed:

- Before initial use of equipment.
- Following equipment modification.
- Following an incident or near miss.
- When new hazards are identified.
- When regulations or standards change.
- At minimum every three years, or as determined by departmental requirements.

6. Records Retention

Completed hazard assessments shall be retained by the department and made available to operators, supervisors, Joint Health and Safety Committees, and regulatory authorities upon request.

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Quick Checklist Before Signing the Form:

- ☐ Equipment details completed
- ☐ Applicable hazards identified
- ☐ Controls documented using hierarchy of controls
- ☐ Existing controls verified
- ☐ Action items assigned
- ☐ Completion dates recorded
- ☐ Assessment signed by assessor
- ☐ Supervisor/Manager review completed
- ☐ Form retained with equipment records or departmental safety files.

Following Completion of the Form:

- ☐ Incorporate all hazards and controls identified in the completed form into equipment SOPs, to ensure that all operators are made aware of equipment hazards and controls prior to use.