**Policy/Checklist for Service Providers**

**Purpose**

The purpose of this policy is to establish guidelines for service providers to effectively identify, communicate, and control hazards in order to ensure the safety and health of all individuals involved in the provision of services. This policy aims to create a safe working environment and promote a culture of hazard awareness and proactive hazard management.

**Scope**

This policy applies to all service providers working under the COR® (Certificate of Recognition) or any other safety and health management system, as well as those working as prime or general contractors. It encompasses all stages of service provision, including planning, execution, and completion of projects.

**Hazard Identification**

Service providers must conduct a thorough assessment of the workplace and work activities to identify potential hazards. This includes but is not limited to physical, chemical, biological, and ergonomic hazards.

Hazard identification should be an ongoing process and must be conducted prior to the commencement of work, periodically during work, and whenever there are changes in work conditions or procedures.

Service providers should involve their employees and subcontractors in hazard identification by encouraging their active participation and reporting of potential hazards.

**Hazard Communication**

Once hazards are identified, service providers must establish effective communication channels to inform all relevant parties about the identified hazards.

Clear and concise communication of hazards should be done through appropriate methods such as safety meetings, toolbox talks, safety signs, and written instructions.

Service providers must ensure that all employees and subcontractors receive appropriate training and information about the identified hazards, including their potential risks and control measures.

**Hazard Control**

Service providers must implement appropriate control measures to eliminate or minimize identified hazards. Control measures should be based on the hierarchy of controls, which prioritizes elimination, substitution, engineering controls, administrative controls, and personal protective equipment (PPE).

Control measures should be regularly reviewed to ensure their effectiveness and should be modified or updated as necessary.

Service providers should encourage feedback from employees and subcontractors regarding the effectiveness of control measures and implement necessary adjustments based on their input.

**Service Providers Checklist for Hazard Identification, Communication, and Control**

**Hazard Identification**

* Conduct a comprehensive assessment of the workplace and work activities to identify potential hazards.
* Involve employees and subcontractors in hazard identification.
* Document identified hazards and their locations.
* Update hazard identification regularly and whenever there are changes in work conditions or procedures.
* Hazard Communication
* Establish effective communication channels to inform employees, subcontractors, and other relevant parties about identified hazards.
* Conduct safety meetings and toolbox talks to communicate hazards and control measures.
* Use safety signs and labels to visually communicate hazards.
* Provide written instructions and guidelines on hazard recognition and control.

**Hazard Control**

* Implement control measures based on the hierarchy of controls.
* Regularly review the effectiveness of control measures and adjust as necessary.
* Encourage feedback from employees and subcontractors regarding the effectiveness of control measures.
* Monitor the workplace to ensure that control measures are being followed.
* Training and Education
* Provide training to employees and subcontractors on hazard identification, communication, and control.
* Ensure that employees and subcontractors understand the risks associated with identified hazards.
* Train employees and subcontractors on the proper use of control measures and personal protective equipment.

**Documentation and Record-Keeping**

* Maintain records of hazard identification activities, including identified hazards and control measures.
* Keep records of hazard communication efforts, such as safety meeting minutes and toolbox talk records.
* Document employee and subcontractor training on hazard identification and control.
* Maintain records of incidents and near misses related to hazards and their control measures.

**Continuous Improvement**

* Regularly review and update the hazard identification, communication, and control process.
* Seek feedback from employees, subcontractors, and relevant parties to identify areas for improvement.
* Conduct audits and inspections to assess the effectiveness of hazard management practices.

**Note:** This policy and checklist are meant to serve as a general guideline. It is important for service providers to tailor them to their specific industry, organizational needs, and comply with applicable laws and regulations.