

Section 26 – GAZZ Card – Daily Hazard Assessment

PURPOSE

GAZZ Card is a vital component of the Health & Safety Manual and organizing health, safety, and production activities. The GAZZ Card consists of a Daily Job Hazard Analysis Report and a Daily Traffic Protection Plan. This analysis is undertaken as part of our GAZZ Card to determine potential hazards and the control strategies, which must be employed to perform our daily work activities safely, while the same concept is applied related to traffic hazards on the Traffic Protection Plan.

SCOPE

The GAZZ Card will be completed daily prior to commencement of work / shift and reviewed on site to “break down” the job into individual components (tasks) and identify all requirements necessary to perform these tasks.

RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Arrange for specific Hazard Assessment to be produced, scheduled and distributed as required.
- Assist in developing the site specific packages and Hazard Assessment documents as part of the GAZZ Card.
- Receive copies on a weekly basis of completed GAZZ Cards from the Foremen and/or Superintendent.
- Comply with all the requirements as defined under the Occupational Health and Safety (OHS) Act and Regulations.
- Assist in developing hazard awareness and training for all workplace and site personnel.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

Senior Management Responsibilities:

- Approve processes and distribution of Daily Hazard Assessment Procedure and GAZZ Cards.
- Take all measures reasonably necessary in the circumstances to protect employees from exposure to any related hazards at all locations.
- Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.

Project Manager Responsibilities:

- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Section 26 – GAZZ Card – Daily Hazard Assessment

Superintendent Responsibilities:

- Contacts all Foremen on the project daily to discuss the specific work (hazards, controls, etc.) that will occur over the next 24 hours.
- Are responsible for completing the GAZZ card for work being performed by their crew when no Foremen on site.
- Ensure a specific Daily Hazard Assessment & Daily Traffic Protection Plan - GAZZ Card for all workplaces activities and sites are maintained and their records are in place.
- Review findings with each Foreman to ensure that corrective measures are taken.
- Follow-up on the findings and implement recommendations for each unsafe condition.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

Foreman Responsibilities:

- Are responsible for completing the GAZZ card for work being performed by their crew
- Foreman is to walk the project / work area, Assess the specific hazards present, plan the work to be performed and decide upon the applicable hazard controls using the GAZZ card.
- At a minimum, prior to starting work, gather the workers in a huddle and discuss the hazards and controls. Paying in particular to any hazards that are out of the ordinary
- GAZZ cards are to be signed by workers at the time the GAZZ Card is completed
- Communicate known related hazards are defined with a Project Safety Plan and appropriate PPE is provided, maintained and used as directed on the GAZZ Card where required.
- Take prompt and appropriate action when unsafe conditions of any established Daily Hazard Assessment activities, traffic hazard or any other hazards have been identified or concerns regarding content is raised by workers.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with verbal and written instructions as to the measures and procedures to be taken for protection of the worker.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

Section 26 – GAZZ Card – Daily Hazard Assessment

Workers Responsibilities:

- Where provided, follow all requirements as defined within the the GAZZ Card as directed by your Foreman and/or Superintendent.
- Report any damage or missing guards, PPE or equipment immediately to your Foreman.
- Workers are encouraged to provide constructive feed back to the GAZZ Card based on their work experience and knowledge of site level activities.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

PROCEDURE

The GAZZ Card Process will provide identification of work specific daily hazard and provide communication to all workplace personnel prior to starting each work day. We require genuine effort into the completion of the process.

The Superintendent will provide / preparation an Project Safety Plan, Hazard Analysis package of Work descriptions, Traffic Protection Plan and scheduled activates as part of the GAZZ Card (Form 26-1).

All Supervisory personnel who will be conducting and overseeing the descriptions and scheduled activates will conduct the Daily Hazard Assessment & Traffic Protection Plan components of the GAZZ Card describing the above described activities and identify all necessary control strategies to perform these tasks safety and on time.

When working under a General Contractor, the Superintendent responsible for the work site will conduct the Daily Hazard Assessment & Traffic Protection Plan components of the GAZZ Card.

When working with Subcontractors on a worksite and acting as the constructor, the Foreman will conduct the Daily Hazard Assessment & Traffic Protection Plan components of the GAZZ Card. The Superintendent will communicate with the Foreman daily to coordinator the work activities and may assist in this process when requested.

The Foreman or Superintendent completing and reviewing the Daily Hazard Assessment & Traffic Protection Plan as part of the GAZZ Card must assess all aspects of the scheduled work activities.

Job Tasks and associated hazards that need to be controlled can be identified or prevented through scheduling and proactive activities. Identification with the job specific daily assessment & traffic protection will be reviewed by all workplace parties. The completed GAZZ Card will be

Section 26 – GAZZ Card – Daily Hazard Assessment

filed, submitted by to the Health and Safety Coordinator weekly, and available on site.

The GAZZ Card will identify hazards associated with the work tasks by assess the risks within the job by:

- Ensuring controls are in place prior to commencing work so that risks are kept to an acceptable level.
- Pre-job planning to increase the reliability of work.
- Identifying activities required for the job at the start of the day.
- Document site level due diligence as well as potential areas of improvements.
- Documenting the site specific workplace violence assessment.
- Defining and labeling hazards within the job as follows:

Risk Rating: (Risk Rating takes into account the Frequency and Severity of the Hazard)			
Severity	Frequency		
	Low (Monthly)	Medium (Weekly)	High (Daily)
Low	C	B	B
Medium	C	B	A
High	B	A	A
C	Low Risk:	Low risk of injury or equipment / property damage.	
B	Medium Risk:	Medium risk of injury or equipment / property damage.	
A	High Risk:	High risk of injury or equipment / property damage.	

- Hazards ratings as listed on the GAZZ Card are implemented as part of the job with all listed controls already in place.
- Likelihood as listed as part of the rating system definition is a combination of Severity and Frequency as listed within the Hazard Chart.
- The outcome of the completed GAZZ Card will provide daily awareness of all identified work activities, hazards and controls for all workplace parties.
- Provide a comment and feedback section for workers to participate in the ongoing hazard assessment process.

The Superintendents will collect all completed GAZZ Cards weekly and bring them to the head office for review and analysis during regular management meetings.

When the GAZZ Card is completed detailing the required daily activities, the Foreman or Superintendent will review the Daily Hazard Assessment with all applicable workplace personnel on site. All personnel will sign the GAZZ Card indicating that they have received and understood the information presented.

Section 26 – GAZZ Card – Daily Hazard Assessment

DISTRIBUTION

1. Upon completion of the GAZZ Card, the competent person(s) who conducted the analysis will complete and sign the GAZZ Card and distribute copies to the applicable Parties as required.
2. A copy of each completed GAZZ Card will be filed on site for review as needed.

RECORDS

All records of the GAZZ Card will be sent to the Health and Safety Coordinator and maintained in the Health and Safety File for a prescribed time period specific to the work activity.

TRAFFIC CONTROL DEVICES:

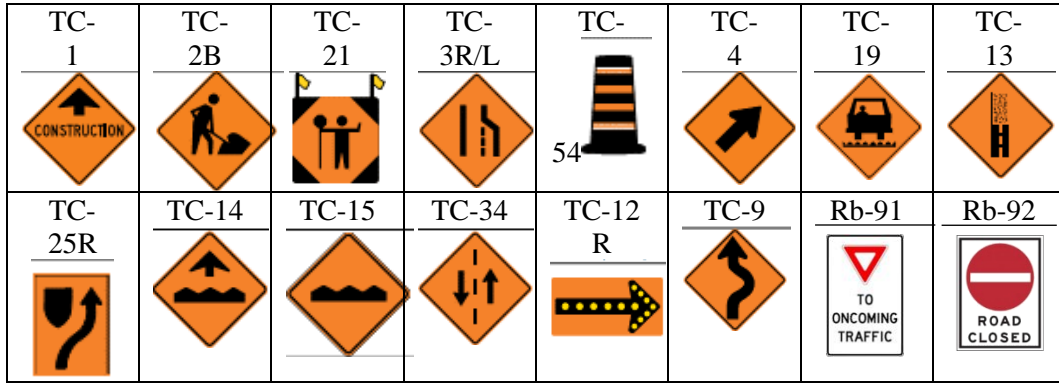


Table A Work Zone Component Dimensions: Very Short and Short Duration Work (Non-freeways)

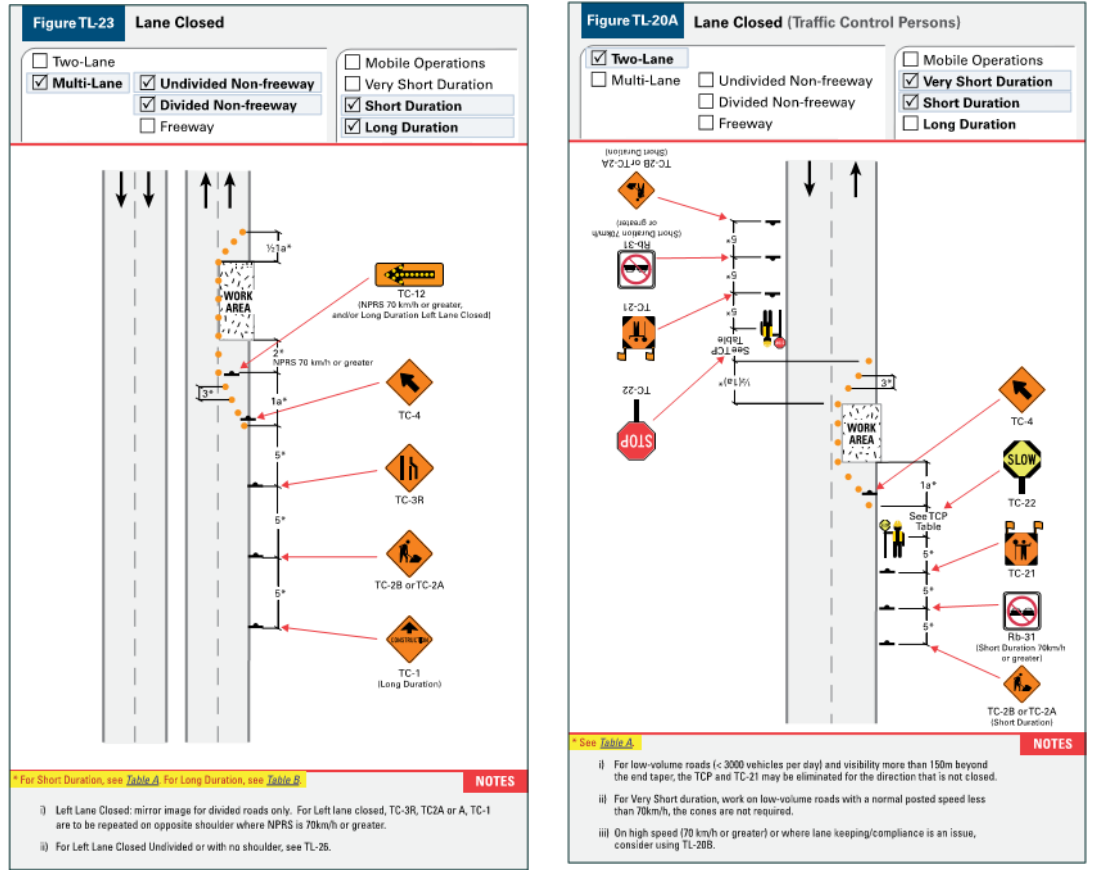
Dimension	Normal Posted Regulatory Speed Limit **				
	50 km/h or lower	60 km/h	70 km/h	80 km/h	90 km/h
1a* Taper length for full lane closure (m)	10 – 15	20 – 30	30 – 40	50 – 60	70 – 80
1b* Taper length for roadside work (m) ***	3 – 5	5 – 7	7 – 10	10 – 12	15 – 20
2* Longitudinal buffer area (LBA) (m)****	(30)	(40)	50	60	75
3* Maximum distance between markers (m)*****	4 – 6	4 – 6	8 – 10	8 – 10	10 – 12
Minimum number of markers for taper	at least 4 markers	at least 5 markers	at least 5 markers	at least 7 markers	at least 8 markers
4* Minimum tangent between tapers (m)	30	30	60	60	80
5* Distance between construction signs (m) *****	20 – 30	20 – 30	50 – 60	50 – 60	70 – 80

PROCEDURE:

1. Identify the speed limit of the roadway
2. Determine the duration (Short is less than 24 hours; Long is more than 24 hours)
3. Calculate the traffic volume (300 x # of cars in 3 minutes; High Volume = 3000 + cars daily)
4. Select the appropriate TL # from Book 7 (if applicable) or Refer to the project specific Traffic Control Plan.

(Additional traffic control requirements or deviations from the Book 7 need to be detailed.)
5. Notify Police, Fire & EMS for road closures (Must allow for passage of emergency vehicles through traffic control areas as quickly as possible).
6. Apply identified controls to mitigate hazards and safely set-up / remove traffic control areas by abiding by Book 7 Procedures

TYPICAL LAYOUT EXAMPLES:



	'Gazz Card' (Daily Job Hazard Analysis Report)	Time: am / pm Date: d d / m m / y y y y
	<input type="checkbox"/> Subcontractor <input type="checkbox"/> General Contractor	Weather: (Temperature, Humidity, Conditions & Warnings)
		Site Location / GTAA OCC #: (Address, Nearest Location to be used as landmark in the case of an emergency)

ZERO TOLERANCE FOR VIOLENCE, HARASSMENT & SUBSTANCE ABUSE
(PLEASE CONTACT THE HEALTH AND SAFETY COORDINATOR FOR CONFIDENTIAL REPORTING)

Emergency Information	
On-Site First Aider:	On-Site Health and Safety Representative:
Nearest Emergency Room:	Fire Extinguisher Location: <input type="checkbox"/> Fire Extinguisher Inspected (Monthly)
Muster Point Location:	First Aid Kit & Eye Wash Location: <input type="checkbox"/> First-Aid Kit Inspected (Quarterly)
Emergency Numbers: <input type="checkbox"/> General (911) <input type="checkbox"/> GTAA - (416) 776-3033	Nearest Defibrillator: (Is there a defibrillator at / near the project? Pulse Point app can help find defibrillators.)
Previous Day's Notable Occurrences:	(ex. Non Compliance, Near Miss, Incident / Injury, Follow-up notes from Previous Inspection)
Date: d d / m m / y y y y	

MINIMUM SITE EXPECTATIONS

Red Book Present Fit for Duty Appropriate Work Attire & PPE Worn Site-Specific Orientation Done for ALL No Violence or Harassment Issues Emergency Procedures Reviewed (ex. 3 long honks)

Others / Notes: (ex. All minimum requirements accounted for.)

DO NOT SIGN UNTIL YOU UNDERSTAND AND AGREE WITH THE IDENTIFIED SITE HAZARDS & SAFETY CONTROLS FOR TODAY'S WORK

Attendance: (Print Name & Company)	Initial	Attendance: (Print Name & Company)	Initial
1.		9.	
2.		10.	
3.		11.	
4.		12.	
5.		13.	
6.		14.	
7.		15.	
8.		16.	

Name of Person Filling out this form: _____

Project / Job #: _____

