

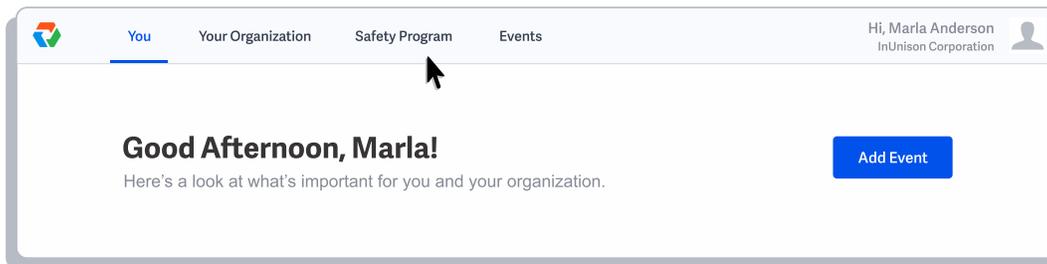
# Accessing Health and Safety Content

## Overview

Your health and safety content is the primary piece of your InUnison program. It's easy to access, easy to navigate and your employees can confirm that they have read and accepted each part of the program with a simple click.

## Step 1

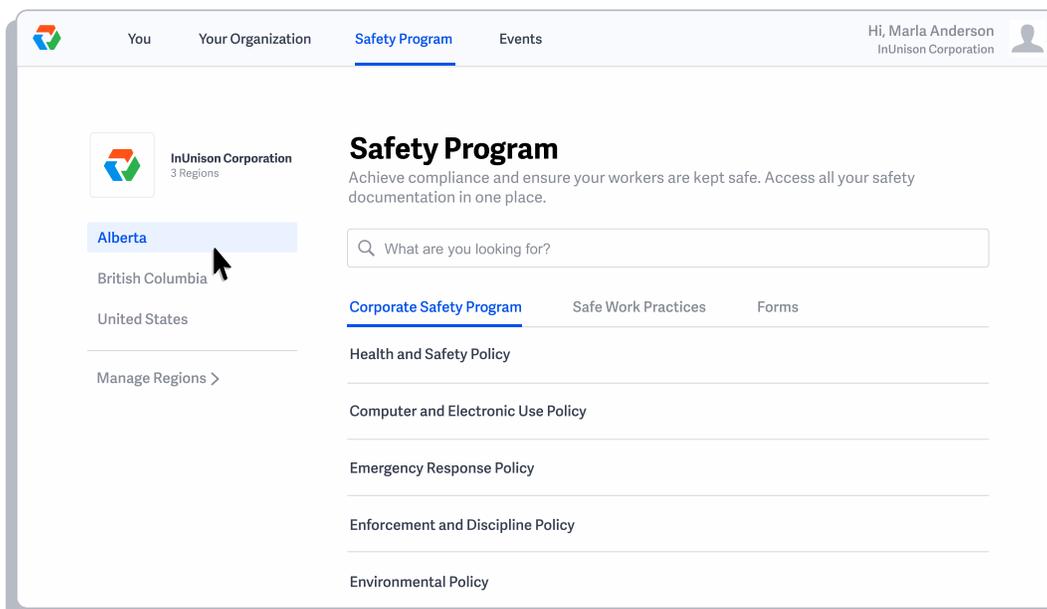
Log in to <https://inunison.io> and click on “Safety Program” in the top menu.



## Step 2

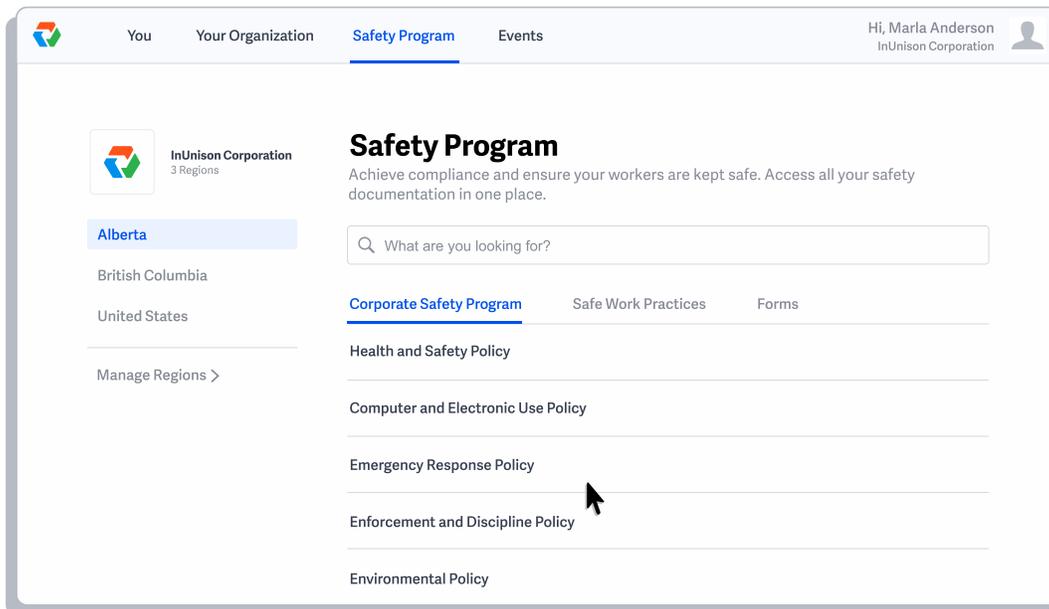
The Safety Program loads for your primary region or Alberta if you have more than one region. You can toggle through these regions as required.

Note the three menus: Corporate Safety Program, Safe Work Practices, and Forms under the Search field.



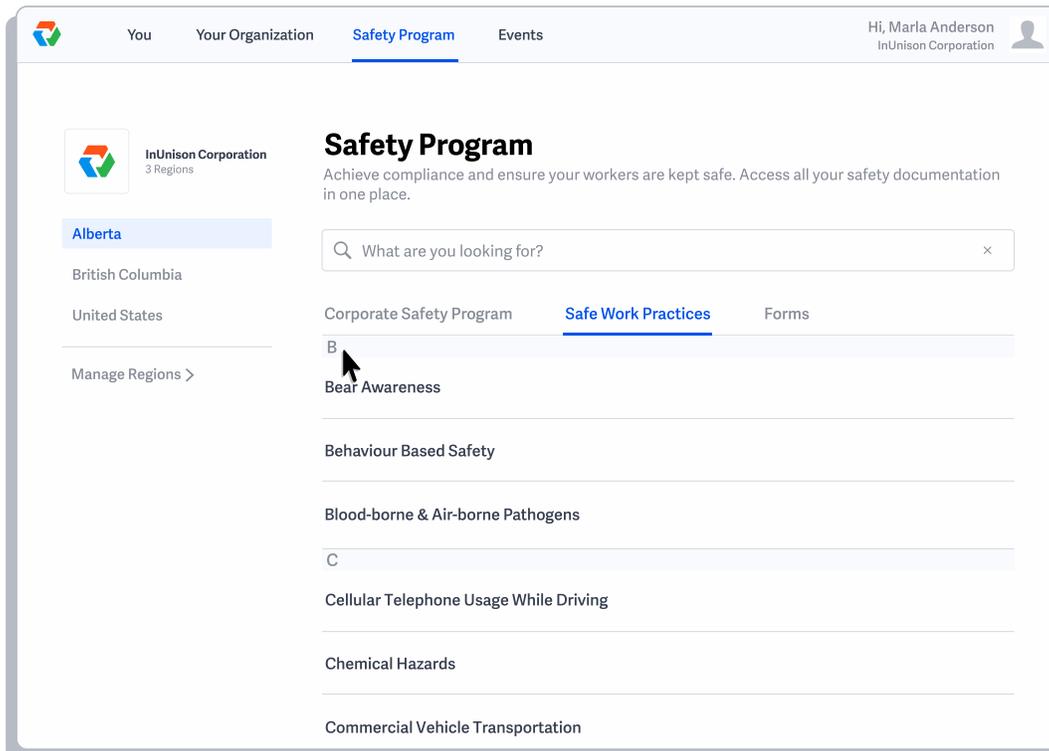
## Step 3

To review the programs, you can scroll through the documents or enter the topic you are looking for in the Search field. The Corporate Safety Program lists all of the policies first, followed by legislative requirements.



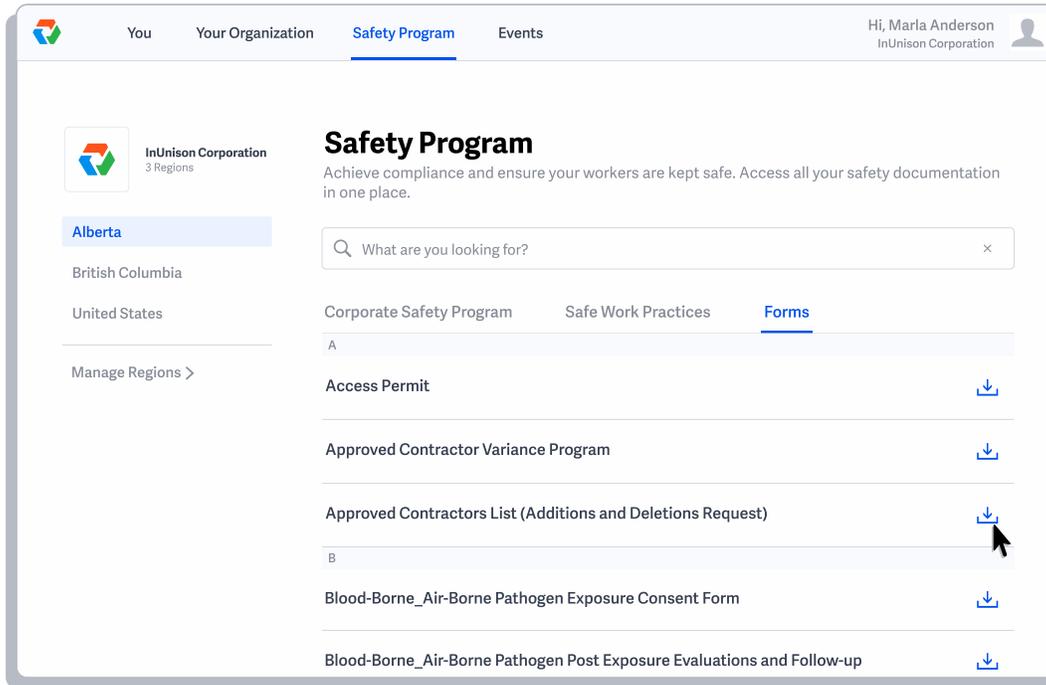
The screenshot shows the InUnison Safety Program interface. At the top, there are navigation tabs: "You", "Your Organization", "Safety Program" (selected), and "Events". The user is identified as "Hi, Marla Anderson" from "InUnison Corporation". On the left, there is a sidebar with the InUnison logo and "3 Regions" listed: "Alberta" (selected), "British Columbia", and "United States", along with a "Manage Regions >" link. The main content area is titled "Safety Program" with a subtitle: "Achieve compliance and ensure your workers are kept safe. Access all your safety documentation in one place." Below this is a search bar with the placeholder text "What are you looking for?". Underneath the search bar, there are three tabs: "Corporate Safety Program" (selected), "Safe Work Practices", and "Forms". The "Corporate Safety Program" section lists several policies: "Health and Safety Policy", "Computer and Electronic Use Policy", "Emergency Response Policy", "Enforcement and Discipline Policy", and "Environmental Policy". A mouse cursor is pointing at the "Emergency Response Policy" link.

The Safe Work Practices and Forms are listed in alphabetical order.



The screenshot shows the InUnison Safety Program interface with the "Safe Work Practices" tab selected. The layout is similar to the previous screenshot, but the "Corporate Safety Program" tab is no longer selected. The "Safe Work Practices" section is active and displays a list of practices in alphabetical order. The list starts with a section header "B" and includes "Bear Awareness", "Behaviour Based Safety", and "Blood-borne & Air-borne Pathogens". Below this is a section header "C" followed by "Cellular Telephone Usage While Driving", "Chemical Hazards", and "Commercial Vehicle Transportation". A mouse cursor is pointing at the "B" section header.

You can download the forms by clicking on the small blue icon beside the Form name.

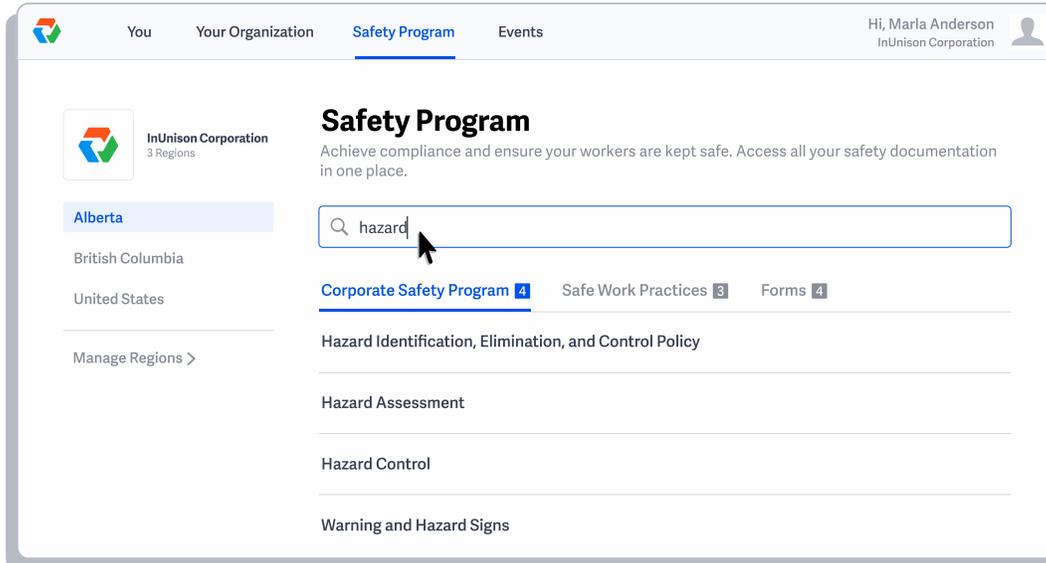


The screenshot shows the InUnison Safety Program interface. The user is logged in as Marla Anderson. The page title is "Safety Program" with a subtitle "Achieve compliance and ensure your workers are kept safe. Access all your safety documentation in one place." The left sidebar shows the "Alberta" region selected. The main content area has a search bar with the placeholder "What are you looking for?". Below the search bar are three tabs: "Corporate Safety Program", "Safe Work Practices", and "Forms". The "Forms" tab is active, displaying a list of forms under section "A": "Access Permit", "Approved Contractor Variance Program", and "Approved Contractors List (Additions and Deletions Request)". Each form has a blue download icon to its right. A mouse cursor is hovering over the download icon for the "Approved Contractors List" form. Section "B" is partially visible below, showing "Blood-Borne\_Air-Borne Pathogen Exposure Consent Form" and "Blood-Borne\_Air-Borne Pathogen Post Exposure Evaluations and Follow-up", both with download icons.

## Step 4

To search for a program, start by entering the name of the program that you want to look for such as "hazard".

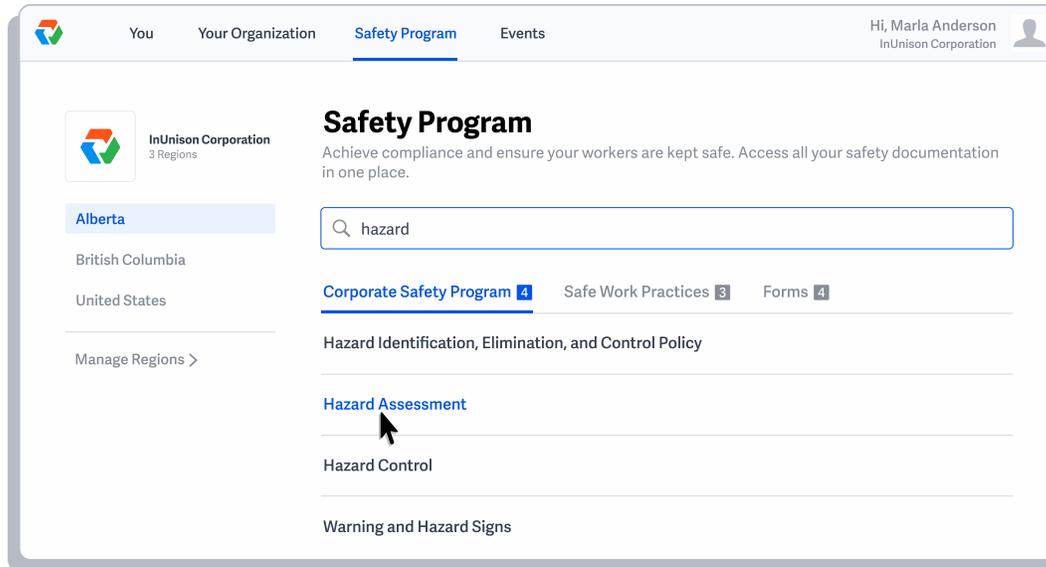
Note that when you enter a topic into the search field, numbers appear beside each of the program menus. Those numbers tell you how many documents are pulled from your search in each of the three sections.



The screenshot shows the InUnison Safety Program interface with the search bar containing the text "hazard". The search results are displayed below the search bar, showing three sections: "Corporate Safety Program" with 4 results, "Safe Work Practices" with 3 results, and "Forms" with 4 results. The "Corporate Safety Program" section is expanded, showing a list of topics: "Hazard Identification, Elimination, and Control Policy", "Hazard Assessment", "Hazard Control", and "Warning and Hazard Signs".

## Step 5

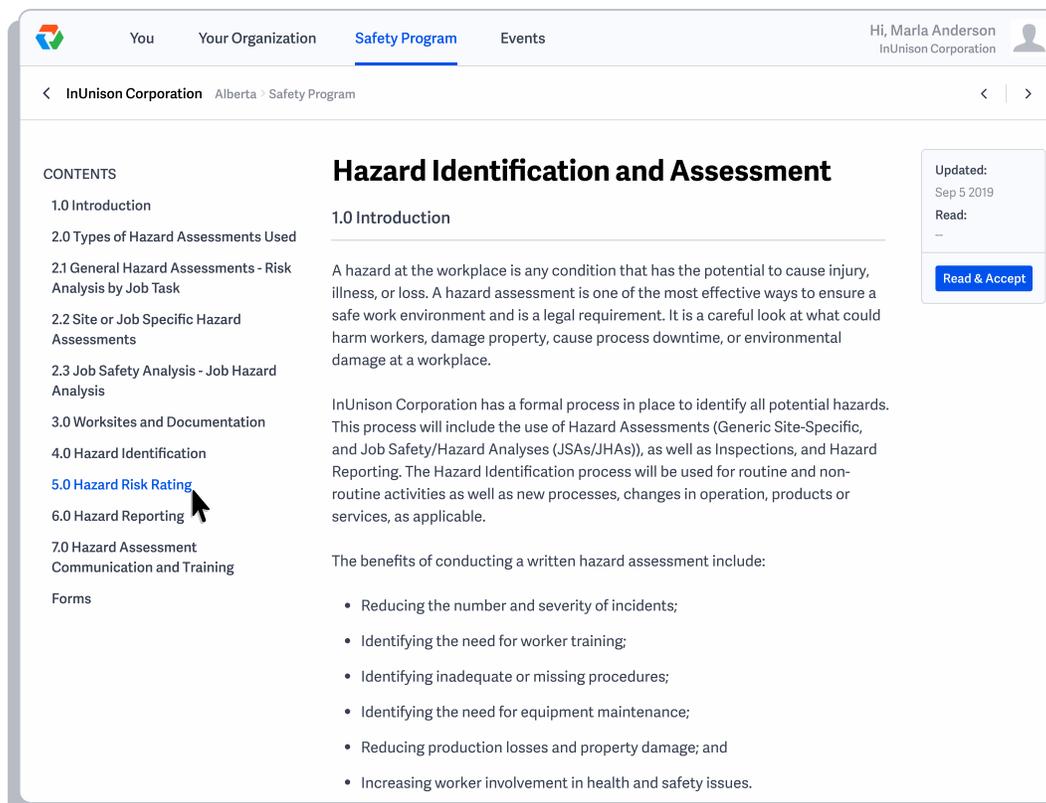
Click on the program that you want to review.



The screenshot shows the InUnison Safety Program dashboard. At the top, there is a navigation bar with 'You', 'Your Organization', 'Safety Program', and 'Events'. The user is identified as 'Hi, Marla Anderson' from 'InUnison Corporation'. On the left, there is a sidebar with 'InUnison Corporation 3 Regions' and a list of regions: 'Alberta', 'British Columbia', and 'United States'. The main content area is titled 'Safety Program' and includes a search bar with 'hazard' entered. Below the search bar, there are three tabs: 'Corporate Safety Program 4', 'Safe Work Practices 3', and 'Forms 4'. The 'Corporate Safety Program' tab is active, showing a list of safety programs: 'Hazard Identification, Elimination, and Control Policy', 'Hazard Assessment', 'Hazard Control', and 'Warning and Hazard Signs'. A mouse cursor is hovering over 'Hazard Assessment'.

## Step 6

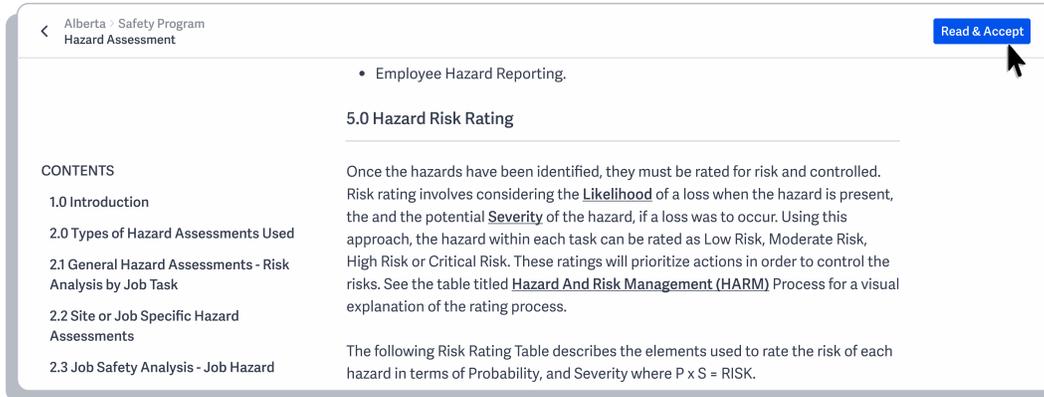
Navigate the program using the Table of Contents on the left or scrolling through the document.



The screenshot shows the InUnison Safety Program document for 'Hazard Identification and Assessment'. At the top, there is a navigation bar with 'You', 'Your Organization', 'Safety Program', and 'Events'. The user is identified as 'Hi, Marla Anderson' from 'InUnison Corporation'. Below the navigation bar, there is a breadcrumb trail: 'InUnison Corporation > Alberta > Safety Program'. On the left, there is a 'CONTENTS' section with a list of sections: '1.0 Introduction', '2.0 Types of Hazard Assessments Used', '2.1 General Hazard Assessments - Risk Analysis by Job Task', '2.2 Site or Job Specific Hazard Assessments', '2.3 Job Safety Analysis - Job Hazard Analysis', '3.0 Worksites and Documentation', '4.0 Hazard Identification', '5.0 Hazard Risk Rating', '6.0 Hazard Reporting', and '7.0 Hazard Assessment Communication and Training'. The '5.0 Hazard Risk Rating' section is highlighted. The main content area is titled 'Hazard Identification and Assessment' and includes a '1.0 Introduction' section. The text in the introduction states: 'A hazard at the workplace is any condition that has the potential to cause injury, illness, or loss. A hazard assessment is one of the most effective ways to ensure a safe work environment and is a legal requirement. It is a careful look at what could harm workers, damage property, cause process downtime, or environmental damage at a workplace.' Below the introduction, there is a section titled 'The benefits of conducting a written hazard assessment include:' followed by a list of benefits: 'Reducing the number and severity of incidents;', 'Identifying the need for worker training;', 'Identifying inadequate or missing procedures;', 'Identifying the need for equipment maintenance;', 'Reducing production losses and property damage; and', and 'Increasing worker involvement in health and safety issues.' On the right side of the document, there is a 'Updated:' section with 'Sep 5 2019' and a 'Read:' section with a 'Read & Accept' button.

## Step 7

Once you have reviewed each section in the Corporate Safety Program and Safe Work Practices, click the Read and Accept button on the right side of your screen.



Alberta > Safety Program  
Hazard Assessment

Read & Accept

- Employee Hazard Reporting.

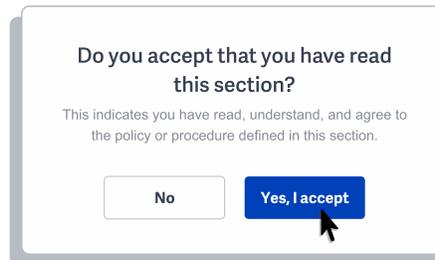
### 5.0 Hazard Risk Rating

CONTENTS

- 1.0 Introduction
- 2.0 Types of Hazard Assessments Used
- 2.1 General Hazard Assessments - Risk Analysis by Job Task
- 2.2 Site or Job Specific Hazard Assessments
- 2.3 Job Safety Analysis - Job Hazard

Once the hazards have been identified, they must be rated for risk and controlled. Risk rating involves considering the **Likelihood** of a loss when the hazard is present, the and the potential **Severity** of the hazard, if a loss was to occur. Using this approach, the hazard within each task can be rated as Low Risk, Moderate Risk, High Risk or Critical Risk. These ratings will prioritize actions in order to control the risks. See the table titled **Hazard And Risk Management (HARM) Process** for a visual explanation of the rating process.

The following Risk Rating Table describes the elements used to rate the risk of each hazard in terms of Probability, and Severity where  $P \times S = RISK$ .



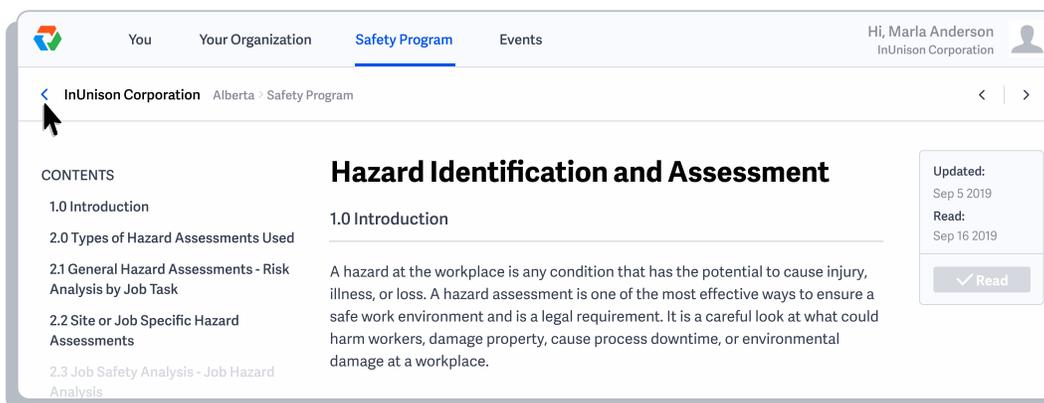
**Do you accept that you have read this section?**

This indicates you have read, understand, and agree to the policy or procedure defined in this section.

No Yes, I accept

## Step 8

To return to the main screen, click the left arrow under the top menu.



You Your Organization Safety Program Events Hi, Marla Anderson InUnison Corporation

InUnison Corporation Alberta > Safety Program

## Hazard Identification and Assessment

Updated: Sep 5 2019  
Read: Sep 16 2019

Read

CONTENTS

- 1.0 Introduction
- 2.0 Types of Hazard Assessments Used
- 2.1 General Hazard Assessments - Risk Analysis by Job Task
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### 1.0 Introduction

A hazard at the workplace is any condition that has the potential to cause injury, illness, or loss. A hazard assessment is one of the most effective ways to ensure a safe work environment and is a legal requirement. It is a careful look at what could harm workers, damage property, cause process downtime, or environmental damage at a workplace.

You have now successfully accessed your health and safety program.

If you have any questions, comments, concerns or suggestions, please contact us. We want you to succeed and are here to help!