

Hazard Assessment

Purpose *As part of ASC’s overall risk management, to reduce risk and increase safety for employees by identifying and eliminating, or controlling hazards in the workplace.*

Policy Statement *ASC will have a process for employees to identify hazards in their worksites, and to eliminate or put controls in place to reduce these hazards.*

The process for hazard assessments of regular ASC worksites will have formal documentation and must include:

- *A planned process with participation/information gathered by area employees best able to provide information in relation to hazards in the worksite*
- *Identification of potential hazards which must include an assessment for conditions that meet “Working Alone”, as well as Harassment and Violence in the Workplace*
- *Assessment of the likelihood, severity and risk rating related to each hazard*
- *Whenever possible, identification of ways to eliminate the hazard*
- *Identification of realistic and implementable controls when hazards cannot be eliminated*

Completed hazard assessments and controls will be reviewed with all incoming employees as part of their orientation.

Review of hazard assessments will occur minimally annually or sooner if:

- *There is a geographical change of the area worksite*
- *Significant changes are going to occur to the work*

In addition to conducting hazard assessments in ASC’s regular worksites, where required, a hazard assessing process will occur for event specific and offsite work locations.

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Hazard Assessment

Regular Worksites

1. An initial hazard assessment will be conducted in all regular area worksites, with the process being facilitated by a designated ASC employee that is deemed competent to do so.
2. All completed area hazard assessments will be reviewed by the Executive Director/Designate.
3. Completed hazard assessments will be maintained at the worksite and used in conjunction with orientation of all new employees to the worksite. Copies may be maintained in operational files or by the Designate.
4. Area Supervisors are responsible for orienting new employees to the applicable hazard assessment for their worksite(s).
5. Review processes will be conducted as per the timelines outlined in policy with the process being facilitated by a designated ASC employee deemed competent to do so.
6. Any required changes to hazard assessments and controls must be documented, with hazard assessments being kept current.

Event Specific and Off Site Work Locations

1. In circumstances where employees may be required to do their work in an offsite unfamiliar environment (e.g. summer camp site, job coaching at a new business, entering a new family home) planning for employee safety must occur.
2. Where required, this may include an Offsite Hazard Assessment, which is documented and includes:
 - Description of site/activity
 - Identification of known hazards
 - Measures that can be taken to reduce risks
 - Emergency contact and planning information

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3. Where required by contract, additional safety planning processes and forms will be completed (e.g. PCAP)
4. Employees will be oriented to all safety plans.

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