

## Risk Management

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**Purpose** *To ensure that ASC exercises due diligence in efforts to reduce risk and increase safety for people receiving services, employees, the organization and the community.*

**Policy Statement**

**CLIENTS**

*To reduce risk and increase safety for people receiving services, ASC will have processes including but not limited to:*

- *Abuse prevention information and reporting protocols (see specific policies/procedures)*
- *Completion of client risk assessments when deemed applicable (see specific policy/procedure)*
- *Completion of functional assessments when deemed applicable*
- *Follow up and consultation with relevant qualified professionals*
- *Medication administration policies/protocols (see specific policies/procedures)*
- *Development of planned positive/planned restrictive procedures, when applicable, that align with provincial standards (see specific policies/procedures)*
- *Safe bathing practices (see specific policy/procedure)*
- *Orientation/training for employees to persons served*
- *Off- site hazard assessments*
- *Incident reporting and follow up*
- *Emergency response planning (see specific policies/procedures)*

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**EMPLOYEES**

*To reduce risk and increase safety for employees, ASC will have processes including but not limited to:*

- *Completion of worksite hazard assessments, internal and offsite (see Hazard Assessment policy/procedure)*
- *Completion of employee physical demands analysis in work areas*
- *Completion of worksite inspections*
- *Risk assessment processes for people receiving services that pose a risk to employees, and determination of acceptable levels of risk*
- *Safety and maintenance concern reporting (see policy/procedure)*
- *Accident and injury reporting (see policy/procedure)*
- *Emergency response planning (see specific policies/procedures)*
- *Specific area identified training which may include but is not limited to:*
  - *Non-violent crisis intervention training*
  - *First Aid/CPR*
  - *Positive behavior supports training*
  - *Universal precautions training*
  - *Orientation/training to specific risk management protocols*
  - *Person specific training related to behaviors of concern*

**ORGANIZATION**

*To reduce risk and increase safety for the Organization, there will be processes including but not limited to:*

- *Regular review of Board of Directors policy and procedure*
- *Ensuring adequate insurance is in place, including liability*

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- *Sound financial practices based on auditor recommendations, contractual and reporting requirements and generally accepted accounting principles*
- *Emergency response planning*
- *Business continuation planning*
- *Media protocols*
- *Adherence to required legislation and applicable standards*

**COMMUNITY**

*To reduce risk and increase safety in the community, ASC will have processes including but not limited to:*

- *Completion of risk assessments for people served that may pose a risk to others or property, identification of effective controls*
- *Documenting any reports of concern from the general public and completing required follow up steps to resolution*
- *Adherence to community bylaws*

**IDENTIFICATION OF RISK LEVELS – EVALUATION**

*Upon completion of any risk or hazard assessments, physical demands analysis, worksite inspections or other identified safety concerns, with identified potential and realistic implementable controls:*

- *If the risk is low to moderate, and the identified consequence level can be reduced to Minor or Insignificant, the services/employee work requirement/event/activity may continue*
- *If the risk is moderate to high, and the identified consequence level can be reduced to the Moderate Level, review of the service provision/employee work requirement/event/activity will occur and may continue with the ability to fully implement the identified controls.*
- *If the risk is high to extreme, and the identified consequence level remains in the Major or Catastrophic levels, services will*

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*be refused, employee work requirements will be discontinued,  
and the event or activity will not continue*

*Any changes to the above must be evaluated by the Board and  
Management of Accredited Supports to the Community.*

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