3.17 Risk Assessments and Risk Controls Policy

Philosophy
Burnaby Association for Community Inclusion is committed to promoting a safe and healthy workplace environment for its employees. Conducting risk assessments and implementing risk control measures are key components of creating a safe work place. The primary goals of conducting risk assessments are to ensure that the work environment is regularly monitored and to eliminate hazards in the workplace.

Policy
BACI will comply with applicable laws and regulations by completing risk assessments and implementing risk control measures on a minimum annual basis. Additional risk assessments and risk controls measures may occur if a significant change in the workplace presents new hazards. Procedures for conducting risk assessments and implementing risk control measures will be in place at all worksites. All employees have a responsibility to participate in the risk assessment and implementation of the risk control measures.

Risk Assessments
Risk assessments will report on the following:
 • Potential risk of injury due to hazardous materials and substances;
 • Health, environmental, and structural conditions;
 • Equipment on site;
 • Potential risk of aggression;
 • Effectiveness of procedures in place to address identified risks;
 • Staff training and ability to implement the procedures in place and to identify risks in the workplace.

Risk assessments will be conducted annually and as needed by members of the OSH Committeee who have been trained, and are conducted in conjunction with program supervisor/coordinators, managers and direct support staff. Completed reports, including actions needed, will be reviewed by teams in team meetings at least twice per year.

Risk Controls
Risk control measures are corrective or proactive actions to offset the identified risks found in an assessment. All risk assessments must document risk control measures that are in place and will have an action plan for any additional measures that need to be developed and implemented.

Review
The Committee will ensure all follow-up and action plans are implemented accordingly.

Linking Policies
1.8   Code of Ethics
1.11   Risk Management Policy