

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 must be documented on the appropriate form and submitted to the Occupational Health & Safety Committee.

Risk Controls

Risk control measures are corrective or proactive actions to offset the identified risks found in an assessment. All risk assessments must have risk control measures identified with an accompanying action plan to implement the measures.

Risk control measures must be documented on the appropriate form and submitted to the Occupational Health & Safety Committee.

Review

The Occupational Health & Safety Committee is responsible for the annual review and evaluation of worksite risk assessments. The OSH Committee is also responsible for the review of additional risk assessments conducted due to changes in the workplace. The Committee will ensure all follow-up and action plans are implemented accordingly.

Risk assessments and risk control measures must be documented on the Risk Assessment & Risk Control Form.