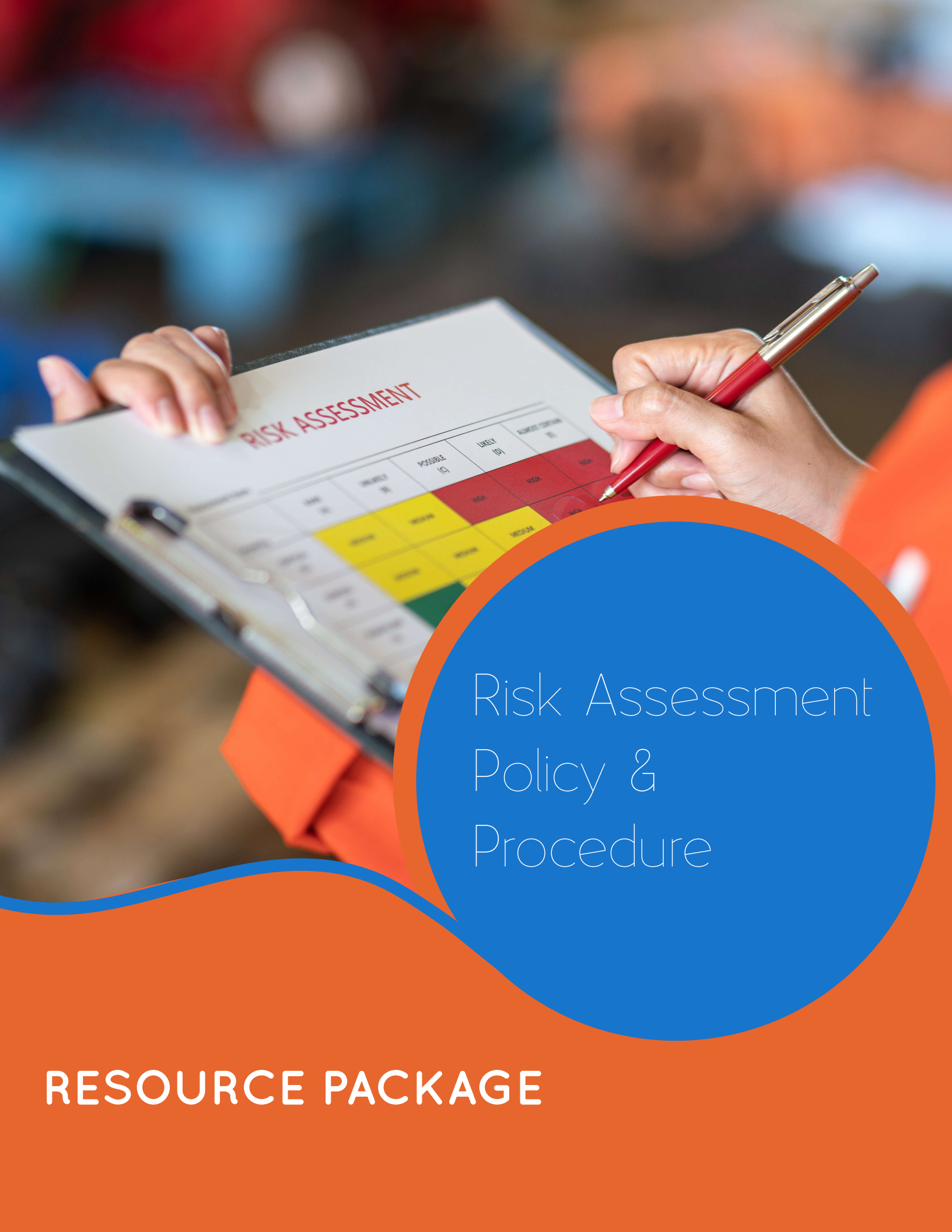




Risk Assessment Policy & Procedure

RESOURCE PACKAGE

WHAT IS A RISK ASSESSMENT?

A Risk Assessment is a process that involves identifying hazards and assessing its impact on a person's or property's health and safety.

Risk Assessments are required under the Worker's Compensation Act and Occupational Health & Safety Regulation

They can help protect workers, volunteers, contractors and visitors.

Many sections of WorkSafeBC's OHS Regulation contain regulatory requirements for risk assessments, some of which include:

- Emergency Preparedness
- Working Alone
- Violence in the Workplace
- Ergonomics

HAZARD CATEGORIES



The Risk Assessment process involves:

- Identifying Hazards on the worksite
- Determining who might be harmed and how
- Assessing the level of risk
- Documenting the findings of your assessment
- Determining the appropriate controls using the hierarchy of controls
- Notifying those at risk about control measures that will be implemented
- Reviewing the assessment on a regular basis, or if changes to the plan are made.



PHYSICAL

Hazards that can harm us physically

- Noise
- Vibration
- Slips and falls
- Heat and cold
- Machinery and tools



CHEMICAL

Hazards from chemical sources

- Solvents
- Fumes, smoke
- Gasses
- Flammable or explosive materials



BIOLOGICAL

Living organisms that can cause harm

- Bacteria
- Fungi
- Insects or animals
- Bloodborne pathogens



ERGONOMIC

Physical factors that present a hazard

- Repetitive motion
- Poor posture
- Lifting and carrying

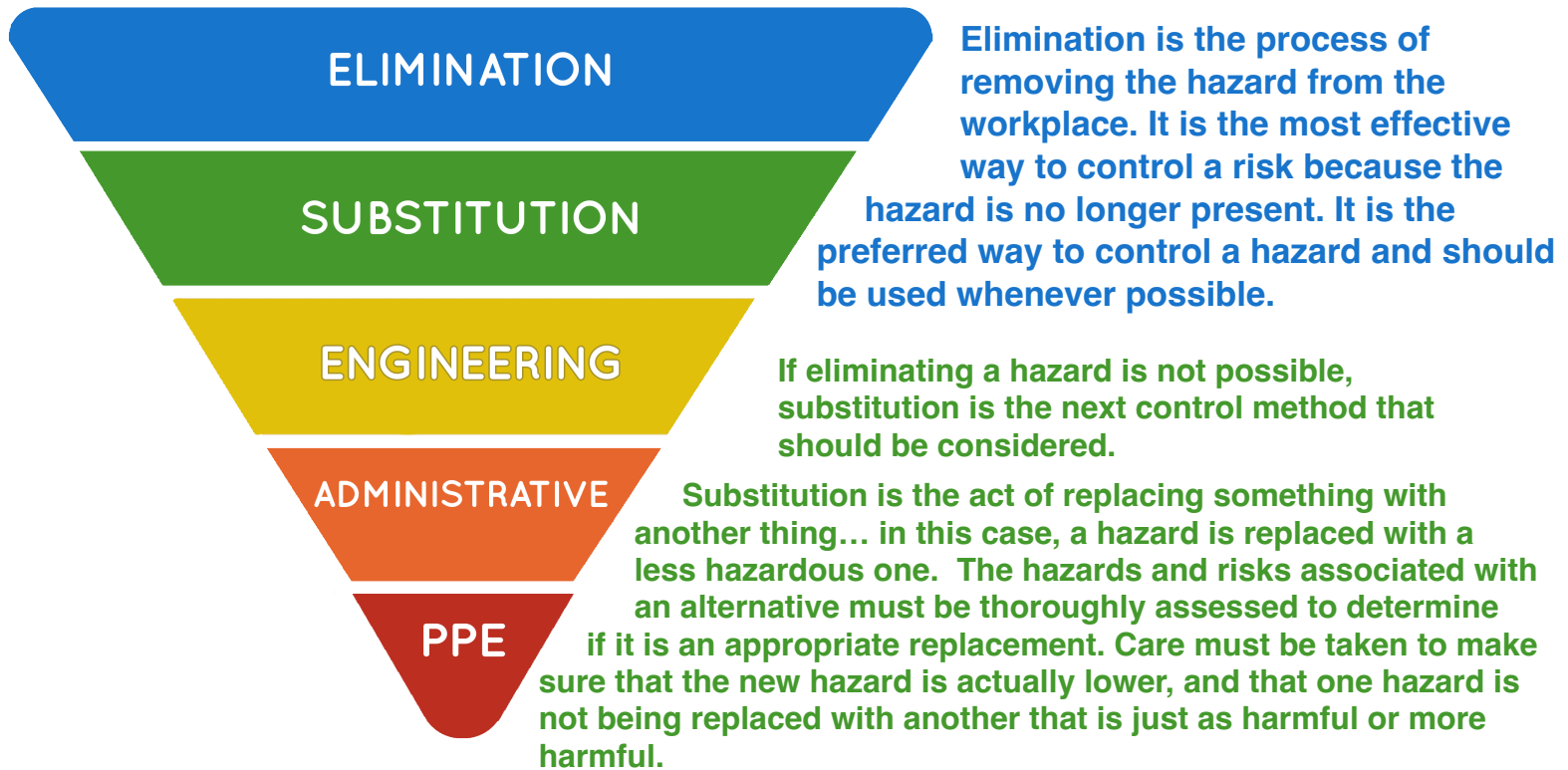


PSYCHOSOCIAL

Hazards that can have a psychological impact

- Stress
- Bullying & Harassment
- Violence
- Fatigue

HIERARCHY OF CONTROLS



Engineering controls are methods that will control the hazard at the source, before it comes in contact with the worker.

Engineering controls can be built into the design of a plant, equipment, or process to minimize the hazard. Engineering controls are a very reliable way to control worker exposures as long as the controls are designed, used, and maintained properly.

Administrative controls involve developing procedures to ensure the work is conducted in a way that minimizes the hazard. Examples include developing or changing policies, implementing or improving training and education, and developing or enhancing work practices and procedures.

Personal protective equipment (PPE) refers to anything workers wear to help protect them from workplace hazards.

The use of PPE as the main method to control exposures should be limited to situations where elimination, substitution, engineering, or administrative controls are not practicable, or when:

- Additional protection is required because other control methods are not sufficient to reduce the hazard
- The hazard is a result of a temporary or emergency condition

RISK ASSESSMENT MATRIX

		← CONSEQUENC →				
		1 INSIGNIFICANT	2 MINOR	3 MODERATE	4 MAJOR	5 CATASTROPHIC
↑ LIKLIHOOD ↓	A - ALMOST CERTAIN	MEDIUM	HIGH	HIGH	EXTREME	EXTREME
	B - LIKELY	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
	C - MODERATE	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
	D - UNLIKELY	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	E - RARE	LOW	LOW	MEDIUM	MEDIUM	HIGH

RISK ASSESSMENT POLICY

POLICY

<ENTER ORGANIZATION'S NAME> has established this Risk Assessment Policy for the protection of its workers as defined in the Scope and Application section below. The Risk Assessment Procedures identify actions to be taken by workers to identify hazards and control the risk from those hazards.

Risk Assessments are a way to screen new equipment, processes and materials for risks to workers or the environment. **<ENTER ORGANIZATION'S NAME>** may require risk assessments at various levels of the organization's activities. General or daily work procedures may require a risk assessment to be carried out when appropriate, whereas individual exhibits or presentations may require multiple risk assessments to determine their unique safety challenges.

In order to identify and evaluate potential hazards associated with each individual exhibit, the safety considerations of the exhibit's components (including construction phase, front of house or patron engagement activities, rigging, etc.), need to be addressed through a meeting with all appropriate personnel in attendance. During the meeting, all foreseeable hazards and safety issues should be discussed to develop strategies to control or eliminate them. Additional safety discussions should be scheduled as necessitated by any changes in the exhibit's scope, schedule or work requirements and communicated to all affected workers.

Any time new sets, displays, equipment or materials that potentially pose hazards are introduced to the worksite, a Risk Assessment is required. If the introduction represents a new class of hazards (for instance, special effects, specialized engagement displays or equipment or unusual or hazardous specimens), then a Risk Assessment by a qualified person is mandatory.

SCOPE AND APPLICATION

This Policy applies to the "workplace". "Workplace" is defined as any land, premises, location, working hours, or thing at, upon, in or near which a worker works. For the purposes of this Policy, the "workplace" includes but is not limited to:

<ENTER ORGANIZATION'S NAME> offices, property or facilities, including shops and off-site storage areas (interior and exterior), as well as remote locations such as a worker's home office or client's place of business.

This Policy applies to all individuals working for **<ENTER ORGANIZATION'S NAME>**. For the purposes of this Policy, workers are defined as full-time workers, part-time workers, temporary workers, contract service providers, volunteers, all managerial personnel, officers, and directors.

Additionally, this Policy applies to employees of other organizations who work on or are invited into our workplace, as well as partners, clients and visitors or patrons to the premises.

RESPONSIBILITIES

The protection of workers, volunteers and patrons is essential for everyone at **<ENTER ORGANIZATION'S NAME>**.

The Employer will:

- ensure potential health and safety hazards are identified, and appropriate action taken as soon as possible to address or control the hazard.
- Adequately train workers and volunteers to recognize health and safety hazards.
- Establish procedures to perform an adequate risk assessment that will include:
 - hazard identification
 - how to identify the level of risk
 - how to develop and implement adequate controls

- Keep and retain risk assessments for review with JHSC (if applicable) to work toward continued improvement
- Ensure Supervisors and workers are provided with education and training on risk assessments. (see "[Education and training](#)," below).

Supervisors will:

- Become familiar with this policy and procedure
- Supervise workers and volunteers with respect to hazard identification and risk assessments.
- Ensure that workers and volunteers follow safe work practices and written work procedures.
- Address safety concerns in a prompt and timely manner.

Workers and volunteers will:

- Become familiar with this policy and procedure.
- Become familiar with and follow safe work practices and written work procedures.
- Report any and all hazards to their immediate supervisor, Employer or other designated person upon becoming immediately aware of the hazard.
- Take an active role in the risk assessment process, including identifying appropriate controls for identified hazards.
- Attend education and training as required

PROCEDURE

GENERAL PROCEDURES

<ENTER ORGANIZATION'S NAME> must do a risk assessment before engaging in any tasks / activities. The main purpose of a risk assessment is to think about the risks that the workers may will be exposed to and implement controls to minimize the risk to workers. Unsafe acts and working conditions are to be corrected promptly.

The [Risk Assessment Worksheet](#) attached at [APPENDIX A](#) can be used to document the Risk Assessment. The steps below must be followed to ensure an effective risk assessment:

1. Identify the hazard

Hazard identification is a key element in an effective safety program. This is accomplished by conducting inspections (both formally and informally) to identify existing hazards and by planning ahead to recognize potential hazards that might exist in the future. In addition to routine inspections, additional hazard assessments are required anytime activities or procedures that may involve additional risk are planned. Corrective action will be taken immediately for any issues identified.

The employer must do a walk at the workplace, involve people with expertise if needed and check manufacturer's instructions to identify anything that may cause harm to the workers.

2. Assess the hazard

The company should Identify who might be harmed and how. The best way is by dividing groups or activities with the same hazard.

The "Go and See" technique is crucial for covering hazards related to the environment or to identify any challenges that they may have during the implementation of controls, such as elimination, substitution, or engineering controls.

3. Identify the level of risk

After identifying which hazard, how and who will be exposed, the production should decide what to do with the hazard giving priority to the most harmful. The risk matrix pictured below must be applied to determine the level of risk:

		Impact			
		Minor	Moderate	Major	Extreme
Probability	Rare	Low	Low	Medium	Medium
	Unlikely	Low	Medium	Medium	Medium
	Moderate	Medium	Medium	Medium	High
	Likely	Medium	Medium	High	High
	Very likely	Medium	High	High	High

4. Develop and implement Controls

Controls should be developed using the **Hierarchy of controls**, pictured to the right, with Elimination of the hazards being the ultimate goal when possible.

PPE is considered the least effective control and should always be the last control considered and implemented.

The implementation depends on the action. In case of long-term hazards to health (i.e. high levels of noise or exposure to harmful substances) controls should be through complementary programs or procedures.

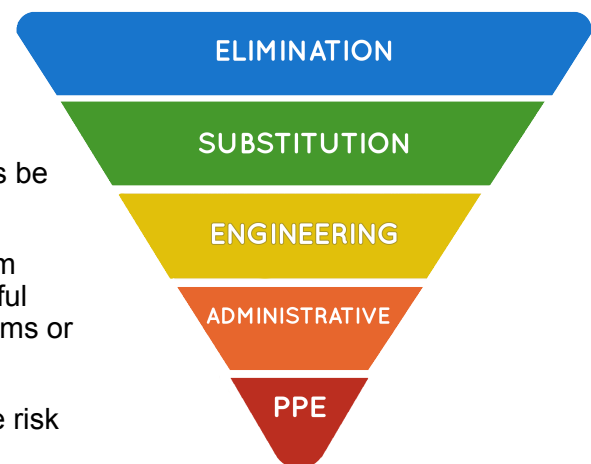
<ENTER ORGANIZATION'S NAME> must keep records of the risk assessments available to:

- Providing a training with the workers
- Follow-up the action; and
- Any organizations requiring a review for their purposes

5. Review and update

<ENTER ORGANIZATION'S NAME> must review the risk assessment when:

- There is any change in the workplace
- After Engineering controls are implemented
- The law/ government regulations have changed; and/or
- At least annually



EDUCATION AND TRAINING

<ENTER ORGANIZATION'S NAME> shall provide supervisors, workers and volunteers with training on this policy and procedure as it relates to risk assessments as needed, depending on the worker's or volunteer's level of engagement or responsibility.

Training should include:

- basic hazard identification;
- how to categorize the level of risk;
- Selecting appropriate controls using the Hierarchy of Controls and;
- Completing risk assessment forms.

The employer and Joint Health and Safety Committee (if applicable) will review this policy annually and update it as necessary

RESOURCES

WorkSafeBC

www.worksafebc.com

Posters, templates and tools to help with Biological Hazard awareness

One Eleven Entertainment Health & Safety

www.oneelevensafety.com

Review of your completed template to ensure compliance & OHS Consulting



BCMA RISK ASSESSMENT Policy - Word document download



BCMA RISK ASSESSMENT WORKSHEET - Word document download



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