

PATHWAYS ABILITIES SOCIETY

PROCEDURE: RISK MANAGEMENT

Applies to: Executive Director, Managers, Supervisors and the Board of Directors

Original Date: June 27, 2005

Effective Date: October 14, 2022

Replaces Procedure Dated: May 31, 2021

1. In September, under the direction of the Activity Quality Assurance Manager (AQAM), the Joint Occupational Safety and Health Committee (JOSH) distributes the Risk Assessment and Preventing Violence in the Workplace Checklist to each service area for completion.
2. Once the Risk Assessment and Preventing Violence in the Workplace Checklist, and Risk Management Assessment are complete and received, the JOSH Committee analyzes the data and develops a Risk Management and Accessibility Action Plan.
3. The Action Plan is distributed and posted on ShareVision for all employees to access.
4. The JOSH committee addresses and monitors the actions required.
5. In July, an external inspector is contracted to review the safety of Pathways facilities. The AQAM adjusts the Risk Management and Accessibility Action Plan according to the results and redistributes it for posting.
6. The AQAM completes the Risk Management Assessment in the month of September and adds the recommendations to the Risk Management and Accessibility Action Plan.
7. In March, the JOSH committee redistributes the Risk Assessment and Preventing Violence in the Workplace Checklist. The AQAM adjusts the Risk Management and Accessibility Action Plan according to the results and redistributes it for posting.
8. In April, the AQAM concludes and posts the previous year's Risk Management and Accessibility Action Plan and provides a copy to the executive director who provides a copy to the Board of Directors in July for their approval.