

PATHWAYS ABILITIES SOCIETY

POLICY: WORKSITE RISK MANAGEMENT

Applies to: Executive Director, Managers and Supervisors

POLICY

A Worksite Risk Assessment form must be completed for all new external worksites, volunteer placements and facilities used by Pathways in excess of 3 days before individuals and staff begin.

The area supervisor or manager is responsible for notifying the Activity Quality Assurance Manager (AQAM) immediately when a new worksite, volunteer placement or a facility is secured. The AQAM provides the area supervisor or manager with the Worksite Risk Assessment form. The area supervisor or manager is responsible for ensuring the form is completed and returned to the AQAM and rectifying and/or mitigating any risks prior to individuals and staff attending the specified site.

Unless it is deemed inspections need to be completed more frequently, a Worksite Inspection form must be completed on the anniversary of the initial completed Worksite Risk Assessment. The AQAM is responsible for distributing the form and uploading the completed form to ShareVision. The area supervisor or manager is responsible for ensuring the Worksite Inspection form is completed and returned to the AQAM and rectifying and/or mitigated any risks.

Original Worksite Risk Assessments and Worksite Inspections are kept in the AQAM file cabinet for a three year period.

Effective/Revision Date

October 18, 2019

Board Approval

Date Approved

October 18, 2019