

PATHWAYS ABILITIES SOCIETY

PROCEDURE: WORKSITE RISK MANAGEMENT

Applies to: Executive Director, Managers and Supervisors

Effective/Revision Date:

October 18, 2019

1. The area supervisor or manager notifies the Activity Quality Assurance Manager (AQAM) that a new worksite, volunteer placement or facility is secured.
2. The AQAM provides the area supervisor or manager with the Worksite Risk Assessment form to complete within two-weeks. The area supervisor or manager returns the completed form to the AQAM.
3. The area supervisor or manager rectifies and/or mitigates any risks identified prior to individuals and staff attending the specified site.
4. The AQAM reviews the form, ensures all risks have been rectified and/or mitigated and uploads the completed form to appropriate ShareVision list. The originals are kept in the AQAM file cabinet for three years.
5. On the anniversary of the original Worksite Risk Assessment, the AQAM gives the area supervisors and managers the Worksite Inspections form to be completed within two-weeks. The area supervisor or manager returns the completed form to the AQAM.
6. The area supervisor or manager rectifies and/ or mitigates any risks identified.
7. The AQAM reviews the form, ensures all risks have been rectified and/or mitigated and uploads the completed form to appropriate ShareVision list. The originals are kept in the AQAM file cabinet for three years.