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| --- | --- | --- | --- | --- | --- |
| **Task:** **Working with Others** | **Assessment Date:** | **Revision #** | **Original Assessment Date:****September 20, 2019** |  | **Risk = Severity X Likelihood** |
| **Applicable Departments: All** |  | **Severity** | **Likelihood** |
| **HAA#: 030** | **Location(s): All** |  |  **1 - Minor First Aid/ Minor Damage** |  **1 - Unlikely** |
|  |  **2 - Medical Treatment/Major Damage** |  **2 - May Happen** |
|  |  |  **3 - Lost time or Fatality/ Catastrophic Damage** |  **3 - Highly likely** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tools and Materials** | **Phone, Email, Equipment, Hand tools, other** |  | ***Enter rating*** | ***1, 2 = Low*** | **L** |
| **PPE Required:** | **N/A** |  | ***3, 4 = Medium*** | **M** |
| **Applicable OHS Legislation:** | **Part 7 Hazard Assessment, Elimination & Control****Part 27 Violence and Harassment****Part 7 Emergency Preparedness and Response** |  |  |  ***6, 9 = High*** | **H** |
|  |  |  |  |  |  |  |  |  | **Health Risk Rating (L,M,H)** | **Safety Risk Rating (L, M, H)** |   |   |  |  |
| **Step #** | **Steps of task** | **Existing and/or Potential HEALTH and/or SAFETY Hazards** | **Hazard Control(s): (Engineered, Administrative, PPE)** |
|
| 1. | Working with another individual or a team | Violence / assault | M | M | ADM - Violence and Harassment prevention plansADM – Emergency preparedness plansADM – Advise the perpetrator that their conduct is unwelcome and walk away. Follow the company reporting procedure. Call police if necessary. |
|  |  | Harassment / Bullying | L | L | ADM - Violence and Harassment prevention plansADM – Emergency preparedness plansADM – Advise the perpetrator that their conduct is unwelcome and walk away. Follow the company reporting procedure. |
| 2. | Leaving the facility | Violence / assault | M | M | ADM - Violence and Harassment prevention plansADM - Emergency Preparedness Plan ADM - Check surround area from the office to ensure it is safe to leave. (if necessary, contact police if a threat is present) |
|  |  | Harassment / Bullying | L | L | ADM - Violence and Harassment prevention plansADM – Emergency preparedness plansADM – Check surrounding area to ensure it is safe to leave. Follow the company reporting procedure. |
| 3. | Speaking with others via telephone or email | Violence / assault | M | M | ADM - Violence and Harassment prevention plansADM – Emergency preparedness plansADM – Advise the perpetrator that their conduct is unwelcome and discontinue contact. Follow the company reporting procedure. Call the police if necessary. |
|  |  | Harassment / Bullying | L | L | ADM - Violence and Harassment prevention plansADM – Emergency preparedness plansADM – Advise the perpetrator that their conduct is unwelcome and discontinue contact. Follow the company reporting procedure. |
| 4. | Interacting with Others while Driving (for the purposes of work) | Violence / Assault | M | M | ADM - Violence and Harassment prevention plansADM – HA for DrivingADM - Emergency Preparedness Plan ADM – Adhere to all local driving laws. Do not engage in Road Rage or leave the vehicle unnecessarily.ENG – Ensure all door locks are engaged at all times.  |
|  |  | Harassment / Bullying | L | L | ADM - Violence and Harassment prevention plansADM – Emergency preparedness plansADM – Advise the perpetrator that their conduct is unwelcome and discontinue contact. Follow the company reporting procedure. |
|  |
| **Sign off** | **Name(s)** | **Title** | **Signature** | **Date** |
| **Analysis by:** | **Simon Says** | **HSC Co-Chair** | **Simon I. Says** | **September 20, 2019** |
| **Reviewed by:** | **HSC** | **HSC** |  | **September 25, 2019** |
| **Notes / Additional Signatures:** |    |   |     |     |
| **Approved by:** | **Kris Kringle** | **Central Regional Manager** | **K.Kringle** | **September 30, 2019** |