|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 plans  ADM – Emergency preparedness plans  ADM – 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 plans  ADM – Emergency preparedness plans  ADM – 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 plans  ADM - 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 plans  ADM – Emergency preparedness plans  ADM – 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 plans  ADM – Emergency preparedness plans  ADM – 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 plans  ADM – Emergency preparedness plans  ADM – 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 plans  ADM – HA for Driving  ADM - 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 plans  ADM – Emergency preparedness plans  ADM – 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** | | |