

Component:	Issue Date	January 2011
<b>RISK ASSESSMENT</b>	Revised Date:	January 2022
	Approved By	Andrea Payne, HR Manager
	<b>POLICY</b>	
Location	Administrative Office of J.E. Agnew Food Services Ltd, Suite A-83 Terry Fox Drive, Kingston, ON	

**PURPOSE**

The purpose of risk assessment is to understand exactly what hazards are present in the workplace, how likely it is that each hazard will occur and how severe the injury or illness would be and what steps the organization can take to stop these hazards from occurring or to control the risks associated with these hazards.

Once hazard recognition is completed, the next step is to identify how those hazards could result in injury, illness or workplace loss, and determine the level or risk associated with the hazard. The risk assessment process is complete only after the probability of harm (injury or illness occurring), and its severity has been considered.

This procedure will outline how this risk assessment process will take place.

**SCOPE**

This procedure applies to all staff, including management, whose roles are included within the risk assessment document.

**DEFINITIONS**

**Hazard:** Anything with the potential to cause harm or injury. In practical terms, a hazard is often associated with a condition or activity that, if left uncontrolled, can result in injury or illness.

**Hazard Registry:** Inventory of identified hazards applicable to the workplace and work functions – typically a table that includes the identification of hazards and, when integrated with the risk management process, assessment of risk level and controls to mitigate the risk.

**HSR:** Health & Safety Restaurant Level Representative.

**MJHSC:** Multi-Joint Health & Safety Committee

**Risk Rating/Level:** The combination of the Probability and Occurrence of a specific unwanted event happening and the Consequences if it should occur.

**Consequences:** The end result or maximum reasonable outcome if an unwanted accident/event happens, based on experience, perceptions and standards.

**Risk Assessment:** A systematic process of evaluating the potential risks (based on severity and probability) that may be involved in projected activity or undertaking.

**Risk Management:** A sequential process used to manage risk which includes identification of hazards, the assessment of the level of risk associated with the hazard and the required mechanism(s) to control the hazard by reducing the risk (reduce severity or reduce probability)

**Occurrence:** Based on the history or the potential likelihood of the event happening, it is the chance of the potential hazard occurring in the task.

**Probability:** The combination of Exposure and Occurrence, that the potential hazard/accident could cause a loss.

**Risk Control:** The set of methods by which the organization evaluates potential losses and takes action to reduce or eliminate hazards.

## RESPONSIBILITIES

### ***Owner/Employer is responsible for:***

- Identifying health and safety hazards for all activities performed in the workplace and rate the hazards for loss potential.
- Developing and implementing controls to protect workers.
- Developing and implementing safe operating procedures for every main activity rated as a “major”, “moderate”, or “minor” potential loss.
- Providing information and instruction to a worker on the hazards of the job, and the safe operating procedures.

### ***Senior Management is responsible for:***

- Reviewing and approving the risk assessment procedure and related documents annually at minimum, or as needed.
- Ensuring a standardized format is used for recording the findings of hazard recognition/risk assessment process using the hazard registry list.
- Determining the resources (time and personnel) required for the implementation of the risk assessment procedure (completion, adjustment, and review of the list or registry).
- Identifying of core competencies and training required by the individual(s) directly responsible for conducting risk assessments.
- Assigning roles and responsibilities for the individual(s) directly responsible for conducting the risk assessment.
- Ensuring communication to all staff regarding the results and review of the risk assessment process, as required.
- Ensuring requirements of this procedure are established, implemented, monitored, and maintained.
- Reviewing the hazard registry list being developed and submitted, in order to determine and/or approve necessary control actions arising from the risk assessment process.
- Promoting the use of the risk assessment process and risk-based thinking.

### ***Managers/Supervisors are responsible for:***

- Reviewing inventory/list to ensure relevant work/tasks in the workplace have been assessed for risk.
- Communicating risk assessment process and results to worker to ensure awareness of process and outputs (included updated results).
- Seeking input and feedback from direct reports regarding risk assessment process.
- Ensuring risk assessments are completed when there is a change to existing equipment, material, chemical, or process; and when there is a change to the occupational health and safety management system that may affect the workplace operations and/or activities.
- Ensuring results of the risk assessment process are considered, and hazard control recommendations are followed in all work.
- Promoting a risk-based approach to work, ensuring workers are aware of the hazards and related risks present in the workplace.
- Applying a risk-based approach to work, ensuring risk assessment procedures are proactively completed before performing any task(s)

related to the operations and/or activity, and before the introduction, start-up or use of new equipment, material or substance or process.

- Applying a risk-based approach ensuring that risk assessments are completed when there is a change to existing equipment, material, chemical, or process; and when there is a change to the occupational health and safety management system that may affect workplace operations and/or activities.

***Health & Safety Designate(s) are responsible for:***

- Participating in and contributing to the risk assessment process and outputs, as required.
- Developing a standardized format to be used for recording the findings or the risk assessment process (registry) which will take into consideration contributing factors that may cause a low-priority risk to become a high priority risk.
- Including a review of related job factors as well as personal factors which may contribute to risks.
- Including a way to identify which hazards present the highest risk and prioritize what to work on.
- Monitoring the list/registry to ensure the risk assessment process is carried out proactively, and progress is being made.
- Completing any corrective action plans assigned and/or approved by senior management, based on the review of the results of the risk assessment process.
- Applying a risk-based approach to work, ensuring risk assessment procedures are proactively completed before performing any task(s) related to the operations and/or activity, and before the introduction, start-up or use of new equipment, material, substance, or process.
- Applying a risk-based approach ensuring that risk assessments are completed when there is a change to existing equipment, material, chemical, or process; and when there is a change to the occupational health and safety management system that may affect the workplace operations and/or activities.

***MHJSC or HSR(s) are responsible for:***

- Participating in and contributing to the risk assessment process and outputs, as required.
- Monitoring the list/registry to ensure the risk assessment process is carried out proactively, and progress is being made.
- Identifying to the Health and Safety Designate(s) any identified risk with completion of control implementation.

***Workers are responsible for:***

- Participating in and contributing to the risk assessment process and outputs, as required.
- Following all procedures, processes, and instructions in order to ensure risk of injury remains low.
- Reporting any potential hazards or risks to the Manager/Supervisor, that may have not been previously identified.

**FORMS AND TOOLS**

**Workplace Hazard Analysis Form and Instructions  
Hazard Registry**

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## PROCEDURE

All hazards have the potential to cause different types of severities of harm, ranging from minor discomfort to a serious injury or death.

To estimate the amount of harm that could result from each hazard you should consider the following questions:

- Identify the hazards, using the hazard registry list.
- Determine the likelihood of harm, such as injury or illness occurring, and its severity.
  - Consider normal operational situations as well as non-standard events such as maintenance, shutdowns, power outages, emergencies, extreme weather, etc.
  - Review all available health and safety information about the hazard such as Safety Data Sheet (SDS), manufacturers literature, workplace inspection reports, records of workplace incidents (accidents), including information about the type and frequency of the occurrence, illnesses, injuries, near misses, etc.
  - Understand the minimum legislated requirements.
- Identify actions necessary to eliminate the hazard, or control the risk using hierarchy of risk control methods.
- Evaluate to confirm if the hazard has been eliminated or if the risk is appropriately controlled.
- Monitor to make sure the control continues to be effective.
- Keep any documents or records that may be necessary. Documentation may include detailing the process used to assess the risk, outlining any evaluations, or detailing how conclusions were made.
- The methods and procedures used in the processing, use, handling or storage of the substance, etc.
- The actual and the potential exposure of workers (e.g., how many workers may be exposed, what the exposure is/will be, and how often they will be exposed).
- The measures and procedures necessary to control such exposure by means of engineering controls, work practices, and hygiene practices and facilities.
- The duration and frequency of the task (how long and how often a task is done).
- The location where the task is done.
- The machinery, tools, materials, etc. that are used in the operation and how they are used (e.g., the physical state of chemical, or lifting heavy loads for a distance).
- Any possible interactions with other activities in the area and if the task could affect others (e.g., guests, maintenance workers)
- The education and training the workers have received.
- How a person would react in a particular situation (e.g., what would be the most common reaction by a person if the machine failed or malfunctioned).

It is important to remember that the assessment must take into account not only the current state of the workplace but any potential situations as well. A hazard that may cause a low-priority risk may become a high-priority risk in potential situations.

### Risk Ranking:

Ranking or prioritizing hazards is one way to help determine which risk is the most serious and which to control first. Ranking hazards requires the knowledge of the workplace activities, urgency of situations, and most importantly, objective judgement.

#### Step 1: Determine the Probability rating.

- **High:** likely to be experienced, can happen several times a year by an individual
- **Medium:** may be experienced, can happen once or twice a year by an individual
- **Low:** may occur once during a working lifetime.

#### Step 2: Determine the severity rating.

- **High:** major fracture, poisoning, significant loss of blood, serious head injury, or fatal disease.
- **Medium:** sprain, strain, localized burn, dermatitis, asthma, injury requiring days off work.
- **Low:** an injury that requires first aid only; short-term pain, irritation

Table 1 shows the relationship between probability and severity.

**Table 1: Risk matrix**

<b>Probability</b>	<b>High</b>			
	<b>Med.</b>			
	<b>Low</b>			
		<b>Low</b>	<b>Med.</b>	<b>High</b>
		<b>Severity</b>		

The cells in Table 1, correspond to a risk level, as shown in Table 2 below.

**Table 2: Risk Ratings**

Description	Colour Code
Immediately Dangerous	
High Risk	
Medium Risk	
Low Risk	
Very Low Risk	

These risk ratings correspond to recommended actions such as:

- **Immediately Dangerous:** stop the process and implement controls.
- **High Risk:** investigate the process and implement controls immediately.
- **Medium Risk:** keep the process going; however, a control plan must be developed and should be implemented as soon as possible.
- **Low Risk:** keep the process going but monitor regularly. A control plan should also be investigated.
- **Very Low Risk:** keep monitoring the process.

Example: a low probability rating with a medium severity equals low risk.

Table 1: Risk matrix				Table 2: Risk Ratings	
Probability	High				
	Med.				
	Low				
		Low	Med.	High	
				Severity	

  

Description	Colour Code
Immediately Dangerous	
High Risk	
Medium Risk	
Low Risk	
Very Low Risk	

Indicate the Store number, location or department of the hazard assessment. Sign and date the bottom of the form.

## FORMS AND TOOLS

### Workplace Hazard Analysis Form and Instructions Hazard Registry/List