



# Hazard Assessment

Mike MacDonell

## Key Points

IMPETUS

PROCESS

CHALLENGES

OPPORTUNITIES

OPERATIONALIZING

FUTURE

## Context:

- Decision to act/implement - Why & when?
- Development/Led by whom & how?
- E.g. Buy in, understanding...others?
- E.g. What did you learn, any surprises?
- Integrated? Once and done or truly a living document?
- Refinements/changes?

## IMPETUS - Woods Homes subject of inspection through the 2019/2020 OHS Care Worker Initiative

Item	Details	Date
Order Open 01	<p><b>OBSERVATION(S)/FINDING(S):</b> The employer shared that, although they develop on-going "client safety risk assessment", "home safety risk assessment" and/or "client transport risk assessment and risk mitigation", as the case might be, and although these assessments may give a hint regarding the safety of workers, they didn't assess the work site to identify existing and potential hazards as they pertain to workers.</p> <p><b>REQUIREMENT:</b> The employer must assess the work site to identify existing and potential hazards before work begins at the work site as required by section 7(1) of the OHS Code below.</p> <p><b>APPLICABLE OHS LEGISLATION:</b> Hazard Assessment, Elimination and Control-Hazard Assessment 7</p>	<p><b>Compliance Date</b> April 28, 2020</p>



# HAZARD ASSESSMENT

WOOD'S HOMES working for children's mental health since 1914																			
FORMAL (POSITION / TASK) HAZARD ASSESSMENT																			
Date Completed:		18-May-22		Created By:		Michael MacDonell, Brad Gauthier, Joanne Machacek, Bradley Bur				Revision #:		#1		Next Review date:		01-May			
Location: Community Stabilization - 112 - 16 Avenue NE, Calgary										Step 1		Applicable to Positions: Youth and Family Counsellor I & II, Team Leader, Program Manager							
Personal Protective Equipment: Medical masks, gowns, gloves (latex and non-latex options for allergies), face shields, procedural masks, protective glasses and goggles, oven mitts, safety button (wireless alarm), winter gloves and hats, earplugs, footwear (winter/extra boots/shoes for outdoors), safety vest, proper clothes for shift tasks (as well as extra change of clothes in case clothing becomes soiled), biohazard bags, thermometers, sharps bin, hair cover (lice infestations)										Tools/ Equipment:		Fleet vehicles, computer/work station, cavi-wipes, keys, stove/oven, washing machine, dryer, fridge, freezer, rinse basin, shovel, mop, vacuum, fire extinguisher, step stool, power panel/breakers, water valve, shopping carts, sharps, kitchen utensiles (knives, forks, etc.)							
Type of Work - General Category	Activity/ Operation/ Task	Hazard Description	Hazard (Health hazard or Safety Hazard)	Hazard Category (Ergonomic, Chemical, Biological, Psychological)	PEME	Initial Risk Severity (Use Risk Matrix document or refer to Matrix at bottom of this document)	Initial Risk Likelihood (Use Risk Matrix document or refer to Matrix at bottom of this document)	Risk Ranking	Risk Level	ACTION Priority Level	Legal and Other Requirements	Controls (1- Elimination, 2- Substitution, 3- Engineering, 4- Administrative, 5- Personal Protective Equipment)	Residual Risk Severity	Residual Risk Likelihood	Residual Risk Ranking	Residual Risk Level	ACTION Priority Level	Further Control Recommendations	
Direct Client Care	Client Admission Process	Violence / Harassment Clients may not know or understand why they are here and could become agitated or go into a crisis.	Safety	Physical, Psychological	People	3	4	12	HIGH	Requires Immediate Action	OHS Code: Part 27 Violence and Harassment 3- When at risk, can relocate to safe areas - staff office e- secured - call 911 3- Safety button. 4- TCI Training - Therapeutic Crisis Intervention & Prevention, including Protective Interventions and Physical Restraint 4- Wood's Homes Safety Policies: Policy 5.3 through 5.11 4- Team Meetings 4- Supervision, 4- Check ins 4- Access to Agency on call Manager 24/7 4- Overall Clinical - 3.13,3.15, Clinical Program Specific - 4.1 - 4.10, Overall agency - 8.10 4- Incident Reporting criteria 4- Staff Safety Incident Report, 4- Senior Manager Incident Review	3	3	9	MEDIUM	Requires a planned approach to control hazard			
Direct Client Care	Client Admissions - Late and / or Long admission meetings	Omissions / Mistakes Less staffing, staff stay late past their threshold, risk of missing important steps in	Safety	Physical, Psychological	People	3	3	9	MEDIUM	Requires a planned approach to control hazard	4- Can placement or SACS postpone admission (Manager or on-call) 4- TCI Training - Therapeutic Crisis Intervention & Prevention, including Protective Interventions and Physical Restraint 4- Wood's Homes Safety Policies: Policy 5.3 through 5.11 4- Team Meetings 4- Supervision, 4- Check ins 4- Access to Agency on call Manager	2	2	4	LOW	Acceptable Risk			

## CHALLENGES - Intensive, Culture shift needed/ Treatment vs. Safety, Leadership buy in/support

**Intensive!**

**Intensive!**

## OPPORTUNITIES - Discussion, Varying program acuity & response, Operational Discipline, Values

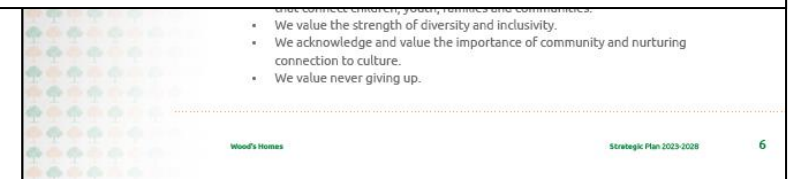
### Discussion/Debate

**Varying Program Acuity & Response**  
**Searches Committee Established –**  
**Operational Discipline – Best Practice**

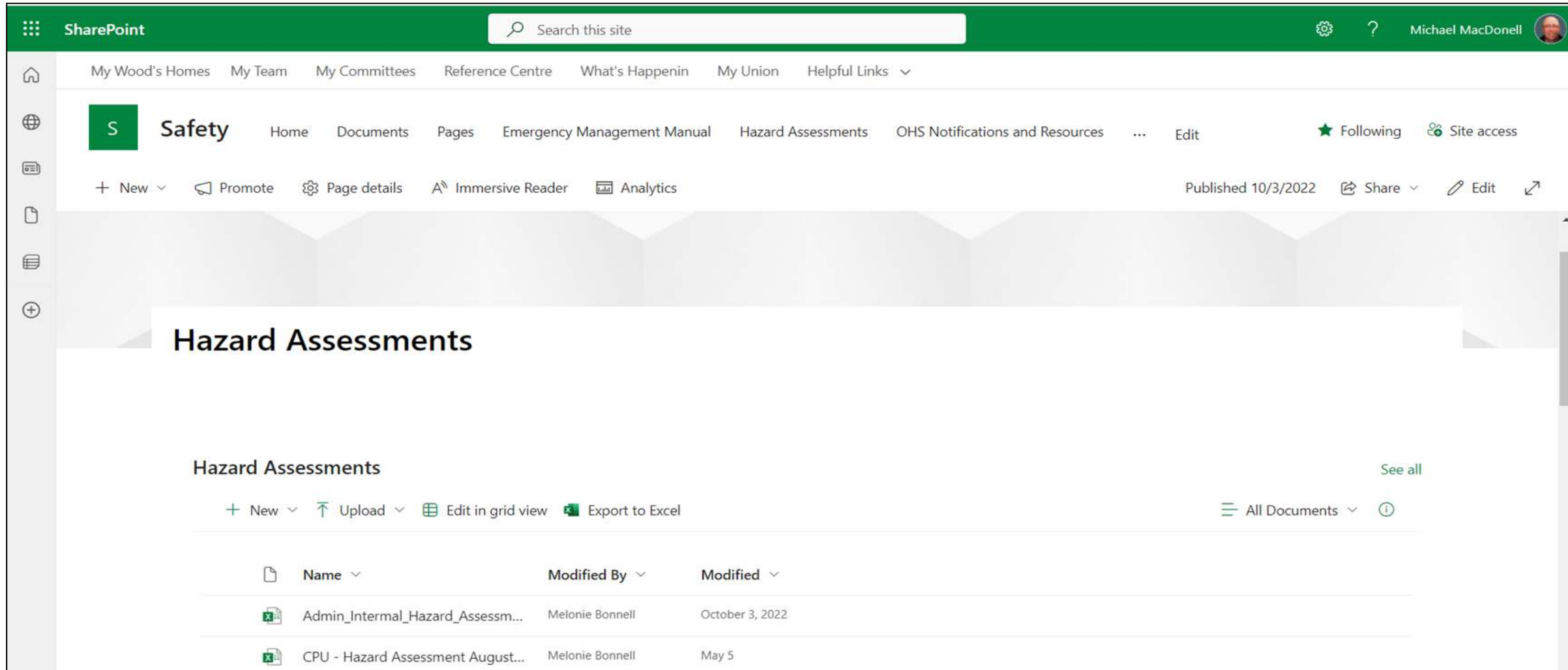


### Our Values

- We value recognizing and responding to everyone with dignity, integrity, and respect.
- We value being responsive, leaning into the difficult, and learning something new.
- **We believe exceptional treatment and safety go hand in hand.**
- We value reducing the stigma and promoting the importance of good mental health.
- We value the actions of Truth and Reconciliation in order to make changes that connect children, youth, families and communities.
- We value the strength of diversity and inclusivity.
- We acknowledge and value the importance of community and nurturing connection to culture.
- We value never giving up.



## OPERATIONALIZING - Ownership and use/maintenance of documents, Integration, Accessibility



The screenshot shows a SharePoint site for 'Safety'. The top navigation bar includes 'SharePoint', a search box, and the user 'Michael MacDonell'. The site's main navigation includes 'My Wood's Homes', 'My Team', 'My Committees', 'Reference Centre', 'What's Happenin', 'My Union', and 'Helpful Links'. The current page is titled 'Safety' and has a breadcrumb trail: 'Home > Documents > Pages > Emergency Management Manual > Hazard Assessments > OHS Notifications and Resources'. The page is published on 10/3/2022 and is followed by the user.

### Hazard Assessments

Options: + New, Promote, Page details, Immersive Reader, Analytics

Published 10/3/2022 | Share | Edit

**Hazard Assessments** See all

Options: + New, Upload, Edit in grid view, Export to Excel | All Documents

Name	Modified By	Modified
Admin_Internal_Hazard_Assessm...	Melonie Bonnell	October 3, 2022
CPU - Hazard Assessment August...	Melonie Bonnell	May 5

## OPERATIONALIZING - Ownership and use/maintenance of documents, Integration, Accessibility

Steps to

**Step 1**

Develop  
Requirements

**Step 2**

Assign  
Posted

**Step 3**

Incorporate  
Follow-up

### 12. Management Review, Sign Off

I have reviewed the attached **Staff Safety Incident Report** (SSIR Sections **A & B**) & **Level 2 Investigation Report** (Section **C**) and am satisfied the corrective actions identified / implemented will appropriately mitigate the hazard(s).

Investigation and corrective actions completed  Yes  No

If investigation and corrective actions are deemed completed, then confirm section (below)

#### **Hazard Assessment Reconciliation and Staff Communication – Right to Know**

Was the job formal hazard assessment reviewed?  Yes  No If no, why not: [Click here to enter text.](#)

Does staff hazard assessment document require updating due to newly identified hazards and/or controls?  Yes  No

If yes, describe who will update the hazard assessment and how updates will be shared with staff/Site Safety Committee:  
[Click to describe](#)

Incident to be discussed at the next scheduled safety meeting, date: [Click here to enter a date.](#)

Comments: [Click to enter comments](#)

**Director Signature:** [Click here to enter name](#)  
(Your named typed here will serve as your signature)

**Date:** [Click here to enter a date.](#)



**FUTURE** - Make HA user friendly, Ensure Consistent Training, Share Truths, Safety a Core Value

## Simplify

Make Hazard Assessment format less intimidating  
Better engage staff in the HA process

## Training Fidelity

Ensure we speak the same HA language & concepts  
Improve Training oversight, content and delivery

## Lessons Learned

Honor Debbie's Legacy – Share truths  
Safety and Treatment are Intertwined – Core Values



Friday, October 25th, 2019, Debbie Onwu was killed by a client of Wood's Homes.