



## AGENDA REPORT TO BOARD OF DIRECTORS

**MEETING DATE: March 10, 2017**

Item:	USC Hazard Assessment
Presenters:	Karla Pacheco, Senior Manager, Human Resources
Purpose of Report:	For Information

### **Background:**

The USC has always been committed to providing a healthy and safe work environment for its employees, customers, suppliers, and visitors. The first step in creating and maintaining a safe environment is knowing what hazards are present in the workplace, be they physical or psychosocial, and recognizing what controls are in place or need to be implemented to mitigate these hazards. Monthly workplace inspections conducted by the Joint Health and Safety Committee help to ensure that these hazards are being properly controlled and, if not, recommendations are made to the management of the operation in question. Each manager is also encouraged to always be on the lookout for possible hazards and how to control them.

The USC has commissioned two comprehensive Workplace Hazard Assessments by an external resource, Workplace Safety and Prevention Services (WSPS), over the years, one in 2012 and one in 2016. These assessments act like an audit for our health and safety program and help us to see, from an expert's perspective, where we can improve. The assessment is broken out into sections based on operation and each section gives a detailed description of the main activities in that operation and the hazards that relate to those activities. Also listed are controls that have been put in place for each hazard and any recommendations for improvement and resources for implementing these action items. In 2012 the assessment was used as a resource document for understanding our overall risk as a corporation but we have chosen to also use the 2016 assessment as a living document for ongoing hazard assessments.

At the end of 2016, the manager of each operation was given a copy of their section of the Hazard Assessment for their review. The managers then met individually with HR to come up with an action plan based on any recommended changes and to make notes about any parts of the assessment that no longer pertained to the operation. Going forward, HR will meet with the managers quarterly to review and revise their action plans as needed.

The following are the USC's areas of highest risk from the perspective of WSPS according to the assessment as well as some examples for controls. It is important to note that accidents in any of these areas can result in large financial and reputational losses for the Corporation.

1. Cuts and burns – controlled by ensuring employees use retractable box cutters, receive sharps training, and use appropriate personal protective equipment (PPE) when necessary for example
2. Sitting - making sure staff take the opportunity to get up and move around every 30-50 minutes
3. Musculoskeletal Disorders (MSD) (bursitis, tendonitis, carpal tunnel syndrome, back pain etc.) – ensure workstations are ergonomic to the individual, train on the prevention of MSD's
4. Violence – post emergency numbers by phones, have safe processes for counting and depositing money, make sure new spaces have some glass windows and clear sightlines
5. Slips, trips, falls – maintain clean, clear floor space, non-slip shoe policy for food and beverage, ladder safety training, training for scissor lift
6. Chemical hazards – train staff on WHMIS, ensure proper PPE used, ensure chemicals are stored properly

**Sign-Offs:**

Board Chairperson Review:	Stephen Franchetto, Chairperson	
USC COO Review:	Jeff Armour, Chief Operating Officer	
Student Lead:	Eddy Avila, President	
Staff Lead:	Karla Pacheco, Senior Manager, Human Resources	

