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## WORKPLACE ASSESSMENTS

### PURPOSE

This section outlines DBRMX’s workplace violence and harassment policy and program. It details the responsibilities of the employer and gives information and instructions to workers who may be exposed to violence and/or harassment.

### DEFINITIONS

#### **Workplace Violence**

“Workplace Violence” means:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker,
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- c) A statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples of workplace violence include:

- verbally threatening to attack a worker;
- leaving threatening notes at or sending threatening e-mails to a workplace;
- shaking a fist in a worker’s face;
- hitting or trying to hit a worker;
- wielding a weapon at work;
- throwing an object at a worker;
- sexual violence against a worker;
- kicking an object the worker is standing on such as a ladder or
- trying to run down a worker using a vehicle or equipment.

#### **Domestic Violence**

A person who has a personal relationship with a worker- such as a spouse or former spouse, current or former intimate partner or a family member- who may physically harm, or attempt or threaten to physically harm, that worker at work. In these situations, domestic violence is considered workplace violence.


#### **Workplace Harassment**

Workplace harassment means:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome or;
- b) workplace sexual harassment

#### **Workplace sexual harassment means:**

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or;

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- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

### SCOPE

Workplace harassment can involve unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. It also includes behavior that intimidates isolates or even discriminates against the targeted individual(s).

This may include:

- making remarks, jokes or innuendos that demean, ridicule, slander, intimidate, or offend;
- displaying or circulating offensive pictures or materials in print or electronic form;
- bullying;
- repeated offensive or intimidating phone calls or emails;
- inappropriate sexual touching, advances, suggestions or requests.

What isn't workplace harassment?

Reasonable action or conduct by an employer, manager or supervisor that is part of their normal work functions would not normally be considered workplace harassment. This is the case even if there are unpleasant consequences for a worker. Examples include:


- changes in work assignments;
- scheduling;
- job assessment and evaluation;
- workplace inspections;
- implementation of dress codes or PPE and
- disciplinary action.

Differences of opinion or minor disagreements between co-workers would also not generally be considered workplace harassment.

In addition, any behavior that would meet the definition of workplace violence would not be considered workplace harassment.

Workplace Risk Assessments

- Management will review and assess the risks of workplace violence that may arise from the nature of the workplace, type of work or conditions of work. Consider the circumstances of DBRMX workplaces and circumstances common to other similar workplaces.
- Develop measures and procedures to control identified risks that are likely to expose a worker to workplace violence and harassment.
- Advise the J.H.S.C. of the risk assessment results.
- Repeat the assessments as often as necessary to ensure the workplace violence/harassment policy and program effectively protects workers.

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Management will involve the Joint Health and Safety Committee in developing written programs and procedures, regarding workplace harassment which addresses:

- the reporting of incidents;
- the investigation process;
- how the investigation information will be kept confidential, except for the purposes of taking corrective action or required by law;
- training under the programs and procedures; and
- an annual review of the programs and procedures.

### PROCEDURES

All workers must consider the following safe work procedures:

#### Plant and Office

- Maintain outside lighting and keep paths, walkways and parking areas clear of obstructions.
- Maintain signs for visitor / public entrances.
- Park in designated, well-lit areas.
- Keep all doors and gates not in use locked.
- Conduct business with visitors by appointment in plant office areas.
- Ensure you are able to call for help. Use phones, 2-way / CB radios in an emergency.
- Work in groups if possible. Work the same operating hours as other workers. If working alone, follow written company procedures.
- Keep cash and valuables locked and hidden.
- Check all security alarms and/or cameras are functioning.


#### Drivers

- Passengers are restricted to company employees or those satisfactory to the driver. The general public are not given access to vehicles.
- All cash/receipts should be kept in a locked vehicle and handed in at the end of the shift.
- Maintain communication with other employees (i.e. dispatch) with 2-way, CB radios or cell phones. If working alone, follow policy.
- Keep vehicles regularly maintained.
- Park in designated, well-lit areas.
- If drivers are to work in high-risk locations, information will be given by office/dispatch prior to job start.
- Never leave your vehicle unlocked at night or while away on breaks.

#### Emergency Response Plan- Summoning Assistance

Workers shall:

- Immediately call for assistance if they are a victim of or witness workplace violence. If alone, call for 9-1-1 police assistance, followed by a call to your supervisor. If working in a group, call the supervisor or co-worker.
- EMERGENCY PHONE NUMBERS shall be posted at all worksites.

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Supervisors shall:

- Call 9-1-1 and get assistance from the police in a violent situation. If required, call for ambulance services as well.
- Keep all other employees in a safe area away from the parties involved.
- Do not attempt to physically separate the parties involved if the violent behavior is on-going.
- Safely remove from the area anything that could be used as a weapon.
- Provide all necessary information to police if required.
- Report the incident to senior management as soon as possible.

### Reporting Workplace Violence / Harassment

All workers who have been the victim of or witnessed workplace violence or harassment shall report the following information to their supervisor:

- Date, time of the incident;
- Location of the incident;
- Who were the parties involved;
- Description of the altercation/incident. Contributing factors. Physical or verbal issues. Outcome.
- Any information about other witnesses;
- Possible recommendations for prevention.

**NOTE:** If the Supervisor is the alleged harasser, then the victim can report to a Manager, Owner, the Ministry of Labour or Police.


### Investigating Workplace Violence / Harassment

Management will investigate all matters involving violence or harassment in the following manner:

- Supervisors will report the incident to management.
- Parties involved will meet to discuss the incident. Corrective actions and solutions will be recommended. (Police actions may determine outcomes).
- If the parties are satisfied with management's response, no further action will be taken. The written investigation and corrective actions will be filed.
- If the parties are not satisfied with management's actions, the Ministry of Labour may be called upon to investigate and offer recommendations.
- The written investigation and any corrective actions shall be available to both the victim and alleged harasser. Privacy concerns and confidentiality will be respected when writing and reviewing reports.
- NOTE: Third-party agencies specializing in workplace violence and harassment may be called in to investigate.
- All revisions to the program to prevent any future recurrences of the reported incident will be given to the J.H.S.C.

### Information about a Person with a History of Domestic Violent Behaviour

The Occupational Health and Safety Act clarifies that employers and supervisors must provide workers with information, including personal information, related to a risk of workplace violence from a person with a history of violent behavior.

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However, this duty is limited and applies only when the:

- worker can be expected to encounter the violent person in the course of his or her work and;
- risk of workplace violence is likely to expose the worker to physical injury.

Employers and supervisors must also not disclose more information than is reasonably necessary for the protection of a worker from physical injury.

The employer must take into account a person’s right to privacy under certain laws in addition to a workers’ right to be informed of workplace violence risks under the O.H.S.A.

It is the policy of Dutch Brothers Ready Mix Ltd. to seek legal advice to comply with this regulation when this type of information is discovered or reported.

**Domestic Violence**

Under the O.H.S.A. an employer must take every precaution reasonable in the circumstances for the protection or workers when they are aware, or ought reasonably to be aware, that domestic violence may occur in the workplace, and that it would likely expose a worker to physical injury.

Workers can report their concerns to their employer if they fear domestic violence may enter the workplace.

Employers must be prepared to investigate and deal with these concerns on a case by case basis. In developing a plan, employers and workers may be able to work with the police, courts or other organizations who may already be involved.

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### REQUIREMENTS

#### **Documentation:**


Occupational Health and Safety Act, Section 32

#### **Training:**

All employees will undergo a review and understanding of this policy and program.

### REVIEW

Management and the JHSC will review the violence and harassment policy and program annually.

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### PURPOSE - HAZARDS

Management will work closely with supervisors and the JHSC to recognize, assess, control and evaluate workplace hazards and risks as required.

### DEFINITIONS

**Hazard**

A hazard is any situation, thing or condition that may expose a person to risk of injury or occupational disease.

**Risk**

Risk is the chance or probability of a person getting harmed or experiencing an adverse health effect if exposed to a hazard.

### SCOPE

Risk assessment is the process where you:


- A) Recognize and identify hazards that can expose a worker to a risk of injury or disease
- B) Assess the risk of a worker getting harmed if exposed to the hazard
- C) Fix the problem by eliminating or controlling the hazard
- D) Resume work. Monitor and re-evaluate

A risk assessment must take into consideration the nature of the workplace, the type of work, the conditions of work at that workplace and the conditions of work common at similar workplaces.

DBRMX shall, in consultation with the joint health and safety committee or the health and safety representative develop and maintain written measures to eliminate or control the hazards, and potential hazards, identified in a risk assessment.

**Regulation 854/90:**

- 5.1** (1) An employer shall conduct a risk assessment of the workplace for the purpose of identifying, assessing and managing hazards, and potential hazards, that may expose a worker to injury or illness.
- (2) A risk assessment must take into consideration the nature of the workplace, the type of work, the conditions of work at that workplace and the conditions of work common at similar workplaces.
- (3) The results of an assessment must be provided, in writing, to the joint health and safety committee or the health and safety representative, if any.
- (4) If no joint health and safety committee or health and safety representative is required at the workplace, the results of an assessment must be communicated to workers at the workplace and provided, in writing, to any worker at the workplace who requests them.
- (5) The requirement in subsection (1) to conduct a risk assessment is in addition to any specific assessments required by the Act or any Regulation made under it.
- 5.2** (1) An employer shall, in consultation with the joint health and safety committee or the health and safety representative, if any, develop and maintain measures to eliminate, where practicable, or to

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control, where the elimination is impracticable, the hazards, and potential hazards, identified in a risk assessment conducted under subsection 5.1 (1).

(2) The measures referred to in subsection (1) shall be put in writing and shall include each of the following, as applicable and reasonable in the circumstances:

1. Substitution or reduction of a material, thing or process.
2. Engineering controls.
3. Work practices.
4. Industrial hygiene practices.
5. Administrative controls.
6. Personal protective equipment.

(3) Personal protective equipment shall only be used as a measure if the measures referred to in paragraphs 1 to 5 of subsection (2) are not obtainable, are impracticable or do not eliminate or fully control hazards and potential hazards.

**5.3** (1) The risk assessment required by section 5.1 must be reviewed as often as necessary and at least annually.

(2) When conducting the review, the employer shall ensure that,

- (a) new hazards or new potential hazards are assessed;
- (b) existing hazards or potential hazards that have changed are re-assessed; and
- (c) the measures required by section 5.2 continue to effectively protect the health and safety of workers.

(3) Subsections 5.1 (3) and (4) and section 5.2 apply with necessary modifications in respect of any new hazards and potential hazards and any existing hazards or potential hazards that have changed.

### Hazard Recognition and Identification


#### How do you recognize a hazard...?

- Make observations onsite
- Look at inspections
- Get worker response / comments
- Know or check legislation
- Client or owner input
- HSE Program
- Experience

#### There are different types of hazards to think about....

- **Chemical-** gases, vapours, liquids, solids, plasma, dust, fume or mist.
- **Biological-** living organisms, such as bacteria, viruses, mould, parasites and fungi.
- **Physical-** noise, vibration, electricity, heat and cold, pressure and radiation.
- **Ergonomic-** poorly designed equipment or work process, strain on the body.
- **Psychosocial-** risks of crime, violence / harassment, production pressures.
- **Safety-** housekeeping, falls, pinch points, moving machinery, fire, explosion.



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**There are 5 factors that can contribute to hazards at a workplace....**

- People – training, communication, education, hygiene practices
- Equipment – protective equipment, maintenance, condition
- Materials – correct use, adequate supply, storage
- Environment – noise, air quality, lighting, physical layout, housekeeping.
- Process – work design, flow, reporting requirements, policies and procedures.

### Assess and Prioritize the Risks

Ranking or prioritizing hazards is one way to help determine which hazard is the most serious and thus which hazard to control first.

A risk matrix, similar to the example below, helps determine the risk rating of each hazard.


The 1st step is to identify the consequence that could occur as a result of the hazard and then determine the likelihood of the hazard occurring.

The intersection of the likelihood and consequence in the chart gives you the risk rating level.

The priority in controlling hazards is used with the risks ranked from low to extreme.

The DBRMX “Hazard Identification and Risk Assessment” form is used for all work sites.

RISK MATRIX: EXTREME - HIGH - MODERATE - LOW							
Consequence x Likelihood = Risk Rating			LIKELIHOOD				
			5	4	3	2	1
			Certain	Likely	Possible	Unlikely	Almost Impossible
CONSEQUENCE	Critical/Fatality	5	25	20	15	10	5
	Serious	4	20	16	12	8	4
	MA+LTI/MOD	3	15	12	9	6	3
	MA	2	10	8	6	4	2
	First-Aid	1	5	4	3	2	1

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**Low/Acceptable risk** – The total numerical value is calculated to be between 1 and 5, the controls are considered adequate to mitigate the risk and no other action is required.

**Moderate** – The total numerical value is calculated to be between 6 and 9. Consideration should be given to additional measures reducing risk. Work can proceed, however controls must be maintained to ensure that the risk does not increase.

**High** -- Any risk assessment with a determined numerical value between 10 and 15 is considered to be a critical task. Safe work practices or procedures will be documented for all critical tasks.

**Extreme** - The total numerical value is calculated to be between 15 and 25, the risk is unacceptable. Work must not proceed until risk is reduced to a lower level. Controls including training, tools, equipment, safe work practices and procedures are required to reduce risk. Tasks that have a high-risk rating are not to be carried out without approval from management.

### Hazard Control

Once you have established your hazards and assessed the risks of each, you can decide on ways to control each specific one. Hazard control methods are often grouped into the following categories:

- **Elimination (including substitution):** remove the hazard from the workplace, or substitute (replace) hazardous materials or machines with less hazardous ones.
- **Engineering Controls:** includes designs or modifications to plants, equipment, ventilation systems, guards and processes that reduce the source of exposure.
- **Administrative Controls:** controls that alter the way the work is done, including timing of work, policies and other rules, and **work practices** such as standards and operating procedures (including training, housekeeping, and equipment maintenance, and personal hygiene practices).
- **Personal Protective Equipment:** equipment worn by individuals to reduce exposure such as contact with chemicals or exposure to noise.



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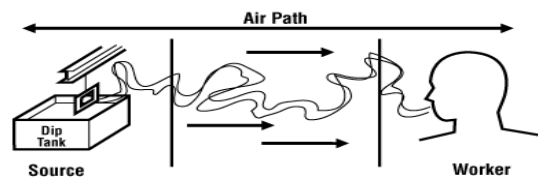
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*Personal protective equipment shall only be used as a measure if the other control measures are not obtainable, are impracticable or do not eliminate or fully control hazards and potential hazards).*

#### **Where are controls used?**

Controls are usually placed:

1. At the source (where the hazard comes from)
2. Along the path (where the hazard travels)
3. At the worker



Controls placed at the source are preferred. The last line of defense is typically controls placed at the worker, like PPE.

**Using procedures detailed in this DBRMX HSE Program for specific tasks should be one of your first steps to control hazards.**

#### **D) EVALUATE AND REVIEW**

It is important to monitor both the hazard and the control method to make sure that the control is working effectively and that exposure to the hazard is reduced or eliminated.

Some tools include physical inspection, testing, exposure assessment, observations, incident reports, employee feedback/input.

Be sure to answer the following questions:

- Have the controls solved the problem?
- Is the risk posed by the original hazard contained or reduced?
- Have any new hazards been created?
- Are new hazards appropriately controlled?
- Are monitoring processes adequate?
- What else can be done?

The risk assessment must be reviewed as often as necessary and at least annually.

The results of an assessment must be provided, in writing, to the joint health and safety committee or the health and safety representative



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If no joint health and safety committee or health and safety representative is required at the workplace, the assessment must be communicated to workers at the workplace

### REQUIREMENTS

- Mining Regulations 854, Section 5.1, 5.2, 5.3