



## Workplace risk assessment

**Document owner:**

People and Culture, Legal Services and JHSC

**Original creation date:**

June 2022

**Next periodic review date:**

As required

**Applicable to:**

<sup>1</sup>CMA Enterprise staff, elected and appointed members<sup>2</sup>, contractors, students, and visitors.

Our people are our biggest asset. Should there be an incident in the workplace, their personal safety is an important element to consider. The following measures and procedures are currently in place to eliminate or minimize identified risks.

- <sup>3</sup>Risk Assessment:** Areas considered in the risk assessment include:

Category	<sup>4</sup> Risk Assessment
Surrounding businesses	Low
Local infrastructure	Low
Geographical areas of interest	Low
Local environmental conditions	Low
Geopolitical climate	Low
Crime (in particular, property crime)	Low
Workers <sup>5</sup> facing stressful circumstances as part of their duties	Low
Workers working outside business hours	Low
Workers working in low traffic areas of the building	Low
Workers having regular physical contact with non-employees (i.e. guests)	Low
Workers handling cash or other valuables	Low
Workers having regular telephone contact with the public (i.e. Membership, Advocacy and Policy, etc.)	Low
Workers participating in staffing actions such as dismissals (i.e. People and Culture, managers)	Medium
Workers working off-site/staying at hotels (i.e. Health Summit and AGM)	Medium

- Risk mitigation and prevention:** Risk mitigation and prevention in the workplace is critical for the safety and protection of our people. The following safeguards/controls help ensure ongoing safety and protection.

<sup>1</sup> CMA Enterprise means the Canadian Medical Association (CMA), the CMA Foundation, the CMA Impact Inc.

<sup>2</sup> This policy applies to any person elected to office or appointed to a committee or other body by the organization.

<sup>3</sup> The Workplace Risk Assessment is reviewed annually by the People and Culture and Legal departments in conjunction with the Joint Health and Safety Committee.

<sup>4</sup> Determination of risk level is based on proportion of workforce exposed, frequency of exposure, likelihood of harm, and severity of harm.

<sup>5</sup> The definition of "worker" includes the following groups: employees, elected and appointed members, contractors, students, and visitors.



Items	Blair Place
Telephones	<ul style="list-style-type: none"> <li>▪ Polycoms located in the following meeting rooms provide access to emergency services by dialing 911:               <ul style="list-style-type: none"> <li>○ 502 / 503 / 507 / 509 / 510 / 511 / 512 / 530</li> <li>○ 603 / 609 / 610 / 612 / 623 / 624 / 625 / 629</li> </ul> </li> <li>▪ Building emergency phone numbers are posted on all information boards.</li> </ul>
Building security and surveillance	<ul style="list-style-type: none"> <li>▪ Security cameras with recording capabilities are located at the entrance and exits of the building. All entrances are monitored by Crown Property Management Inc. alarm company.</li> <li>▪ A security guard patrols the site from 4:00 pm to 1:00am, Monday to Friday, and as well as on weekends. All tenants can request to be escorted to their vehicle from 4:00 pm to 1:00 am by a Securitas security guard as part of the building “Safe Walk Program” by telephone at (613) 316-7412. Workers are to call at least <b>15 minutes prior</b> to the planned departure to provide enough time for the guard to arrive.</li> <li>▪ Call the police if there is suspicious activity and notify Crown Property Management Inc. immediately at (610) 510-4754</li> <li>▪ Garages are lit in the evening.</li> </ul>
Building access	<ul style="list-style-type: none"> <li>▪ Electronic card readers are installed on all exterior doors as well as at various points of entry in the building.</li> <li>▪ Access by electronic card is logged.</li> <li>▪ Entry requires an electronic card which workers must have on them at <b>all</b> times.</li> <li>▪ All building entrance doors are locked and can only be opened by electronic card.</li> <li>▪ Visitors must contact the worker to gain access to the building (after hours).</li> <li>▪ Visitors must contact the worker to gain access to the 5<sup>th</sup> and 6<sup>th</sup> floor.</li> <li>▪ Workers are instructed to:               <ul style="list-style-type: none"> <li>○ always wear their electronic card.</li> <li>○ always ensure that building entrance doors are closed behind them.</li> <li>○ not to open doors with door stops or other items.</li> <li>○ avoid opening doors for others, as “tailgating” is often used to gain entry.</li> <li>○ never open doors for others before or after regular business hours. Anyone requiring after-hours access, including landlord, cleaners and fire fighters, may do so using their electronic card.</li> </ul> </li> </ul>
Parking	<ul style="list-style-type: none"> <li>▪ On-site parking lot at Blair Towers Place is lit at night for greater visibility. Workers are instructed not to park in the lot overnight. Should anyone require overnight parking, they should contact Impark at <b>(613) 801-9183</b> or <a href="mailto:brian.manning@reefparking.com">brian.manning@reefparking.com</a> regarding the risks. Never leave any valuables in the vehicle and ensure the doors are locked at all times.</li> <li>▪ A guard is available Monday to Friday, 4:00 pm to 1:00 am. As part of the “Safe Walk Program”, anyone travelling to their vehicle after-hours may request an escort by a Securitas security guard by calling (613) 316-7412. Please call <b>at least 15 minutes</b> prior to the planned departure to provide enough time for the guard to arrive.</li> <li>▪ Never allow access after-hours into the building or on the elevator to an unknown patron. Please report all suspicious behavior to Crown Property Management Inc. immediately.</li> <li>▪ Report theft, threats, and suspicious/criminal activity to Crown Property Management Inc. immediately.</li> </ul>
Washrooms and low traffic areas	<ul style="list-style-type: none"> <li>▪ All washroom doors are equipped with a lock.</li> <li>▪ Workers’ working in low traffic areas of the building is limited.</li> </ul>



## 2.1. Outside Callers

- Employees encountering difficult outside callers are encouraged to refer these callers to the appropriate Vice-President. Legal Services, Facilities, and People and Culture should be notified if there is a real or perceived threat of violence.

## 2.2. Staff Dismissals

- Communication of dismissal is made by the People and Culture department, with appropriate support from departmental managers and on-site external counselors.
- Building and computer access is disabled immediately.
- Worker is not permitted to return to their desk without supervision.
- Worker is monitored to ensure exit from building without incident.

## 2.3. Workers working off-site/staying at hotels (i.e., annual Health Summit):

- Workers should provide their location and contact details when working away from their normal work location. This can be done by emailing their manager/team.
- Workers have access to hotel telephones and/or mobile telephones to call for immediate assistance.
- Security personnel are engaged as appropriate.
- Security measures are planned and discussed during annual meeting preparation.
- Further measures and considerations are made on a case-by-case basis.

## 2.4. Domestic Violence

- Managers should take all reasonable precautions for the protection of a worker if they become aware of a domestic violence situation that would likely expose them to physical injury in the workplace. The procedures for reporting an incident are outlined in this policy and are in place to address situations where a worker is at risk of physical injury in the workplace due to domestic violence.

## 3. Information and Education:

### 3.1. Existing policies and programs are in place to reduce the effect of stress arising out of the threat of workplace violence. These include:

- Respect in the Workplace Policy
- Integrity Action Line
- Civility Standard Policy
- Employee Assistance Program (EAP)
- Health and Wellness Program

### 3.2. All workers (current and new hires) must review and sign-off on key internal policies such as the Respectful Workplace Policy on an annual basis.