

	OCCUPATIONAL SAFETY & HEALTH MANAGEMENT SYSTEM	Revision: 01
	OSH POLICY	Issue Date: 6th December, 2024
	Document No: AGS-OSHMS - POL	Issue No: 01

6.0 Risk Management Procedure for OSH Management System at AGS (CANADA)

1. Introduction

This Risk Management Procedure aims to ensure a systematic and structured approach to identifying, assessing, and controlling occupational safety and health (OSH) risks within the [Private School Name]. The procedure is integral to all aspects of school management and aims to foster a culture of safety. A Summary of this MS is in a chart in Appendix 1.

2. Risk Management Procedure Sections -

(Appendix 2 - the hierarchy of Risk management, Appendix 3 - Risk Register) , THE TOOL IS ATTACHED SEPARATELY

2.1 Risk Management Procedure Developed

- Establish a comprehensive, documented Risk Management Program that incorporates legal, operational, and educational requirements related to OSH.
- Define roles and responsibilities for risk management at all levels of the school hierarchy, ensuring that adequate resources and training are provided.

2.2 Integration into School Culture

- Promote OSH as a core value of the institution's culture through regular training, meetings, and communication.
- Encourage all staff to prioritize OSH in their daily activities and decision-making processes.

2.3 Applicability Across Project Phases

- Ensure that risk management processes are applicable in all project phases:
 - ****Design Phase:**** Conduct initial risk assessments during the planning of new facilities or renovations.
 - ****Implementation Phase:**** Evaluate risks associated with daily operations, events, and activities.
 - ****Decommissioning Phase:**** Assess hazards involved in shutting down facilities or activities.

2.4 Methodologies and Competencies

- Utilize recognized methodologies for risk assessment, such as the Hierarchy of Control and Failure Mode and Effects Analysis (FMEA).
- Ensure team members conducting assessments are competent and comply with the required qualifications, including OSH training and experience.

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2.5 Consultation with Stakeholders

- Implement continuous consultation with employees, contractors, parents, and the community during the risk management process.
- Form OSH committees that include representatives from various stakeholders to discuss safety concerns and suggestions.

2.6 Steps of Risk Assessment

1. ****Identify OSH Hazards:**** Conduct walkthroughs and utilize checklists to recognize hazards in the workplace, including physical, chemical, biological, ergonomic, and psychosocial risk factors.
2. ****Assess Risks:**** Use a structured method to evaluate the risks associated with identified hazards, involving consequence severity and likelihood of occurrence (Risk = Consequence x Likelihood).
3. ****Formulate Hazard Management Program:**** Develop a risk management plan that includes specific control measures aimed at reducing risk to ALARP (As Low As Reasonably Practicable) levels.
4. ****Review the Program Regularly:**** Schedule periodic reviews of risk management plans and activities to ensure effectiveness and compliance with changing regulations and conditions.
5. ****Management of Change:**** Implement a formal process to manage changes in operations, involving re-assessment of risks associated with any alterations, new activities, or new personnel.

2.7 Addressing Specific Contexts

- ****Routine & Non-Routine Activities:**** Define protocols for both daily operations and special events (e.g., field trips).
- ****Supply Chain and Contractor Engagement:**** Assess contractors' OSH policies to align with school standards.
- ****Human Behavior:**** Provide special training for young, new, or vulnerable employees on OSH policies.
- ****External Hazards:**** Identify risks from environmental factors such as weather conditions and community-related issues affecting staff and students.
- ****Risks to Non-Employees:**** Assess potential impacts on visitors and contractors.
- ****Equipment and Materials:**** Monitor the safety of all school equipment and cleaning supplies.

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- ****Design and Operating Procedures:**** Regularly review the layout of workspaces and the organization of activities to enhance safety.

2.8 Documentation and Recording

- Maintain clear documentation of risk management activities, including risk assessments, control measures, training records, and reviews.
- Use a Risk Register to document identified risks, management controls, responsible persons, and status.

2.9 Control Hierarchy

- Implement the OSH Control Hierarchy (elimination, substitution, engineering controls, administrative controls, and personal protective equipment) as the basis for selecting control measures.

2.10 OSH Impacts Review

- Conduct a comprehensive review of all services and activities for OSH impacts, identifying necessary control measures and ensuring they are integrated into ongoing operations.

2.11 Operational / Process Safety Control Measures

- Develop protocols specifically for high-risk areas or activities, ensuring that control measures are documented, and roles are clearly assigned.

2.12 Safety Case Development

- For activities deemed high-risk, develop a detailed Safety Case that outlines the risk management processes and control measures.

3. Implementation and Continuous Improvement

- Provide training and resources to ensure all staff understand and implement the risk management program.
- Regularly review risk management processes and outcomes against performance metrics and stakeholder feedback to foster a culture of continuous improvement.

By following this Risk Management Procedure, AGS (CANADA) aims to ensure a safe environment for its students, employees, and the community at large, while complying with relevant legal obligations and best practices in occupational safety and health.

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Reference: ADOSH-SF – Management System Elements - Element 2 – Risk Management
Version 4.0 – 15th July 2024
ADOSH-SF – Technical Guideline - Process of Risk Management - Version 4.0 –
15th July 2024

Appendix 1. Summary of Risk Management System at AGS (CANADA)

Element	Description
6.1 Risk Management Procedure Developed	A structured procedure to identify, assess, and manage risks within the OSH framework tailored specifically for the school environment.
6.2 Integration and Embedding	Ensures risk management is a fundamental aspect of school management, reflected in culture and daily practices.
6.3 Applicability Across Phases	Risk management applies to all project phases, including design, operation, and decommissioning of school facilities.
6.4 Methodologies and Competencies	Clearly defined methodologies for risk assessment, emphasizing the necessary skills and training for personnel involved in risk management.
6.5 Stakeholder Consultation	Involves consultation with employees, contractors, and other stakeholders to gather input and ensure comprehensive risk management.
6.6 Risk Assessment Steps	Incorporates the standard steps of risk assessment: - Identify Hazards - Assess Risks - Hazard Management Program Development - Regular Review - Management of Change
6.7 Addressing Various Activities	Procedures consider: - All access-related activities - Supply chains & contractor engagements - Human behavior, including special needs individuals - External hazards affecting school safety - Risks to non-employees - Equipment, substances, and materials - Inclement weather conditions - Workplace design

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	and procedures
6.8 Documentation & Recording	Processes for documenting all outcomes of risk management activities, maintaining a record for accountability and future reference.
6.9 OSH Control Hierarchy	Incorporates the OSH Control Hierarchy within the risk management strategy to prioritize control measures effectively.
6.10 OSH Impacts Review	Comprehensive review of all products, activities, and services provided by the school for OSH impacts.
6.11 Operational Safety Controls	Development of appropriate safety control measures tailored to operational and process specifics within the school.
6.12 Safety Case Control Measures	If applicable, formulates specific safety measures related to potential safety cases or risks.

Risk Assessment Timing

6.1 Risk Management Procedure Developed	A structured procedure to identify, assess, and manage risks within the OSH framework tailored specifically for the school environment.
6.2 Integration and Embedding	Ensures risk management is a fundamental aspect of school management, reflected in culture and daily practices.

Steps of Risk Assessment

Step	Action
1. Identify Hazards	Inspect the workplace, considering work activities, machinery, incidents, and consultations with employees.
2. Identify Who/What Can Be Harmed	List individuals and components affected, including employees, visitors, contractors, and equipment.
3. Evaluate and Select Control Measures	Analyze risks based on their likelihood and consequences, utilizing control models and expert data.
4. Implement Control	Ensure selected measures are executed and integrated into

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Measures	the daily operations.
5. Monitor Control Measures	Evaluate the effectiveness of control measures regularly and address any new or emerging risks.

Considerations for Hazards Identification

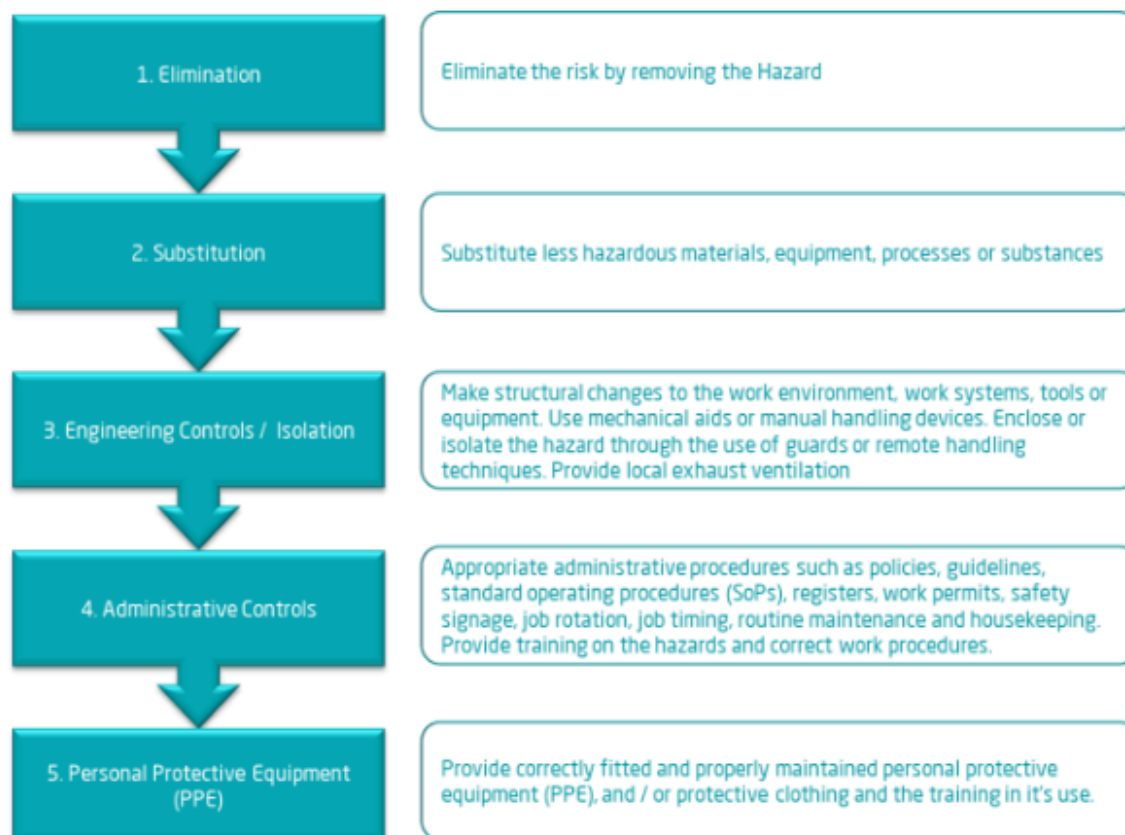
- Walkthroughs of the workplace
- Use of incident reports and employee feedback
- Assessing the physical and operational environment
- Employee involvement and input during assessments

Risk Evaluation Factors

Factor	Description
Consequence and Likelihood	Assess the gravity of potential outcomes against their frequency of occurrence to gauge risk.
Use of Information	Rely on historical data, expert judgment, and published guidance to inform risk assessments.
Control Measure Efficiency	Ensure that the established control measures are continually monitored and audited for compliance and effectiveness.

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Appendix 2 - Hierarchy



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Appendix 3 - Risk Register at AGS (CANADA) of possible incidences:

Risk ID	Hazard	Risk Description	Likelihood	Impact	Risk Rating	Control Measures	Person Responsible	Frequency
1	Slips, Trips, and Falls	Students and staff may slip on wet floors or uneven surfaces.	Likely	Moderate	High	Regular cleaning, use of non-slip mats, clear walkways.	Facilities Manager	Quarterly
2	Fire Hazards	Potential for fire due to faulty electrical equipment or lack of fire safety measures.	Possible	Major	High	Regular fire drills, checks on fire alarms, and extinguishers.	Safety Officer	Annually
3	Chemical Exposure	Risks from cleaning products or science lab chemicals.	Unlikely	Severe	Moderate	Use of proper signage, SDS available, staff training.	Science Teacher	Biannual
4	Manual Handling	Injury due to lifting heavy objects (e.g., furniture).	Possible	Moderate	Moderate	Staff training on manual handling techniques.	Admin Staff	Annually

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5	Psychological Hazards	Stress and bullying affecting staff and students.	Likely	Moderate	High	Implement anti-bullying policies, access to counseling.	HR Manager	Annually
6	Playground Equipment	Injury from faulty playground equipment.	Possible	Major	High	Regular maintenance and inspections of equipment.	Groundskeeper	Monthly
7	Traffic Safety	Risks from vehicles in and around the school premises.	Possible	Moderate	Moderate	Clear signage, designated drop-off/pick-up zones.	Facilities Manager	Quarterly
8	First Aid and Emergency Response	Delay in treatment for injuries or emergencies.	Possible	Moderate	Moderate	Trained staff in first aid, clear emergency protocols.	School Nurse	Annually
9	Infectious Diseases	Spread of illnesses (e.g., flu, COVID-19).	Likely	Major	High	Encourage vaccinations, hygiene practices, and isolation protocols.	Health Officer	Ongoing
10	Electrical Hazards	Risks from faulty wiring or equipment in classrooms.	Unlikely	Severe	Moderate	Regular electrical inspections and maintenance checks.	Facilities Manager	

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(Principal)

(Vice Principal - Junior High)

Date: _____

(Principal)

(Vice Principal - Junior High)

Date: Dec. 13/24
