



Human Resources

SHARING OF CONSULTANT REPORTS WITH IDENTIFIED IMMINENT RISKS TO HUMAN HEALTH OR SAFETY PROCEDURE

PURPOSE	<ul style="list-style-type: none"> • To ensure Council receives notification of imminent risks to human health or safety as identified by consultants working for the City. • To outline the process for communicating imminent risks to human health or safety identified by consultants.
DEFINITIONS Risk to Human Health or Safety Imminent Risk	<p>Any hazard, existing or potential, that may reasonably be expected to have an imminent risk to public health or safety.</p> <p>A circumstance or condition that is certain to happen soon.</p> <p>The likelihood that a circumstance or condition will result in an adverse impact on human health or safety in the community.</p>
AUDIENCE	This procedure applies to all City of Hamilton employees.
ACCOUNTABILITY	<p>Each General Manager is accountable to ensure that staff in their department are compliant with this procedure.</p> <p>General Managers and the City Manager are responsible for ensuring that imminent risks to human health or safety are shared with Council.</p>
PROCEDURE	<ol style="list-style-type: none"> 1. City staff who are advised of an imminent risk to human health or safety in the community by a consultant will follow up with the consultant to understand the risk and seek appropriate recommendations. 2. City staff will ensure that all identified imminent risks to human health or safety in the community are communicated

	<p>immediately to their direct supervisor or designate and the Director of their division.</p> <ol style="list-style-type: none"> 3. Directors will inform the General Manager of the Department of the identified imminent risk to human health or safety in the community and provide details on recommendations from consultants and mitigation plans as available. 4. The General Manager or their designate will share information on imminent risks to human health or safety in the community identified by consultants in addition to any mitigation plans developed with the City Solicitor and the City Manager. 5. The City Manager and General Manager will ensure that imminent risks to human health or safety are communicated appropriately and promptly with Council. 6. Risks will be communicated to Council in a manner appropriate to the situation. This may include but is not limited to emails, press releases, or information updates. 7. Staff will provide consultant reports and documentation to Council upon written request to the General Manager or the City Manager.
COMPLIANCE	<p>Employees are expected to communicate disclosures of imminent risks to human health and safety identified by consultants promptly. Failure to comply with Schedule G: Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety or this procedure may result in appropriate disciplinary measures up to and including dismissal.</p> <p>The Internal Auditor will monitor compliance to this procedure during planned audit functions of division responsibilities and business practices.</p>
CONTENT UPDATED	JANUARY 2020
APPROVAL	JANUARY 2020