



Workplace risk assessment	
Document owner: People and Culture, Legal Services and JOHSC	
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Applicable to: 1CMA Enterprise staff, elected and appointed members ² , 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.

- ³Risk Assessment:** Areas considered in the risk assessment include:

Category	⁴ 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 ⁵ facing stressful circumstance 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.

¹ CMA Enterprise means the CMA, the CMA Foundation, CMAH 2018 Inc. and each of its subsidiaries which, at the time of drafting, include CMA Investco Inc. and Joule Inc.

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

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

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

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



Items	Blair Place	Lansdowne	Westboro
Telephones	<ul style="list-style-type: none"> ▪ Polycoms located in the following meeting rooms provide access to emergency services by dialing 911: <ul style="list-style-type: none"> ○ 502 / 503 / 507 / 509 / 510 / 511 / 512 / 530 ○ 603 / 610 / 612 / 623 / 624 / 625 / 629 ▪ Building emergency phone numbers are posted on all information boards. 	<ul style="list-style-type: none"> ▪ Emergency telephones are located on each floor by the photocopiers, and provide access to emergency services by dialing 911 ▪ Building emergency phone numbers are posted on all information boards and meeting rooms. 	<ul style="list-style-type: none"> ▪ Cell phones are used to contact 911 in case of an emergency
Building security and surveillance	<ul style="list-style-type: none"> ▪ Security cameras with recording capabilities are located at the entrance and exits of the building. All entrances are monitored by QuadReal alarm company. ▪ 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 15 minutes prior to the planned departure to provide enough time for the guard to arrive. ▪ Call the police if there is suspicious activity and notify QuadReal Connect immediately at 877-977-2262. ▪ Garages are lit in the evening. 	<ul style="list-style-type: none"> ▪ Security cameras with recording capabilities are located at each entrance way, with views of the entry and exit point. ▪ Glass breaks sensors are installed near the ground floor windows. If glass is broken, the sensors will automatically trigger an alarm to the monitoring station and calls to security and the police will automatically be placed. ▪ The Lansdowne office employs Lanvac Security, and Garda Response services to both monitor and respond to any security events. ▪ Call the police if there is suspicious activity. ▪ Security cameras are located in the parking garage. ▪ Parking garage and exterior of building is well lit at night. ▪ Building is close to restaurants and shops and has a high degree of foot traffic. ▪ Call the police if there is suspicious activity. 	<ul style="list-style-type: none"> ▪ Security cameras are located in the parking garage. ▪ Parking garage and exterior of building is well lit at night. ▪ Building is close to restaurants and shops and has a high degree of foot traffic. ▪ Call the police if there is suspicious activity.
Building access	<ul style="list-style-type: none"> ▪ Electronic card readers are installed on all exterior doors as well as at various points of entry in the building. ▪ Access by electronic card is logged. ▪ Entry requires an electronic card which workers must have on them at all times. ▪ All building entrance doors are locked and can only be opened by electronic card. ▪ Visitors must contact the worker to gain access to the building (after hours). ▪ Visitors must contact the worker to gain access to the 5th and 6th floor. ▪ Workers are instructed to: <ul style="list-style-type: none"> ○ always wear their electronic card. ○ always ensure that building entrance doors are closed behind them. ○ not to open doors with door stops or other items. ○ avoid opening doors for others, as "tailgating" is often used to gain entry. ○ 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. 	<ul style="list-style-type: none"> ▪ Electronic card readers are installed on all exterior doors. ▪ Access by electronic card is logged. ▪ Entry requires an electronic card which workers must have on them at all times. ▪ All building entrance doors are locked and can only be opened by electronic card. ▪ Motion sensors are set to automatically activate at 5:30 pm each evening and deactivate at 7:30 am each morning during the weekdays and are active for the entire weekend. Anyone requiring rare access after 5:30 pm will need to provide advanced notice to Jacquie Ethier (2-3 days in advance) in order for special arrangements to be made. ▪ All building entrance doors are locked and can only be opened by electronic card reader ▪ Visitors must contact the employee to gain access to the building ▪ Workers are instructed to: <ul style="list-style-type: none"> ▪ always wear their electronic card. ▪ not allow strangers to follow them up to the 2nd floor in the elevator ▪ always ensure that building entrance doors are closed behind them. ▪ not open doors with door stops or other items. 	<ul style="list-style-type: none"> ▪ There are two entry points required to access Suite 203, as follows: ▪ Access to 401 Golden Avenue building: the exterior door is secured after hours with a fob reader between the hours of 6:00 p.m. – 8:00 a.m. ▪ Access to Suite 203 – CMA iLab: a key is required to enter Suite 203. Only designated staff have a key to the entrance. Designated staff are required to have the key with them at all times. A lockbox is also located outside Suite 203 and the code for the lockbox is provided to select CMA staff only. ▪ Visitors must contact the employee to gain access to the building ▪ Staff are instructed to: <ul style="list-style-type: none"> ○ always have their keys with them when leaving Suite 203. ○ always ensure that building entrance doors are closed behind them. ○ not to open doors with door stops or other items. ○ avoid opening doors for others, as "tailgating" is often used to gain entry. ○ never open doors for others before or after regular business hours. Everyone requiring afterhours access, including



		<ul style="list-style-type: none"> avoid opening doors for others, as “tailgating” is often used to gain entry. 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 	landlord, cleaners and fire fighters should be able to gain access using their keys.
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Items	Blair Place	Lansdowne	Westboro
Parking	<ul style="list-style-type: none"> 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 343-996-5949 or Mathieu.montsion@reefparking.com regarding the risks. Never leave any valuables in the vehicle and ensure the doors are locked at all times. 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 at least 15 minutes prior to the planned departure to provide enough time for the guard to arrive. Never allow access after-hours into the building or on the elevator to an unknown patron. Please report all suspicious behavior to QuadReal immediately. Report theft, threats, and suspicious/criminal activity to QuadReal immediately. 	<ul style="list-style-type: none"> Parking is available at the Lansdowne location, and can either be paid for by way of a monthly parking pass, or on a “pay-as-you-go” basis. Monthly parking passes are available from Precise Parking for a monthly fee which would provide parking access from 6am to 6pm 7 days a week Parking outside of those monthly parking pass hours, as well as pay-as-you-go parking, would be charged at the current parking rates by Precise Parking If you require a monthly parking pass for the Lansdowne location, please contact the Facilities team. 	<ul style="list-style-type: none"> On-site parking garage is lit at night for greater visibility. Parking garage is monitored by cameras.
Washrooms and low traffic areas	<ul style="list-style-type: none"> All washroom doors are equipped with a lock. Workers' working in low traffic areas of the building is limited. 	<ul style="list-style-type: none"> All washroom doors are equipped with a lock. There is one bathroom on the main floor which is accessible friendly and includes an emergency button inside the bathroom should anyone require emergency help while using it. 	<ul style="list-style-type: none"> Washrooms are contained within suite 203 which is a fully secure space requiring key access.

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
 - 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.