	MANUAL: **Emergency Preparedness and Response – Public Information**	
THE BESS AND MOE GREENBERG FAMILY **Hillel Lodge** LONG-TERM CARE HOME OF OTTAWA 10 Nadolny Sachs Private Ottawa, Ontario K2A 4G7	SECTION: **Section 2 - Prepare**	
	ORIGINAL **July 2024**	REVIEW:
		REVIEW:
REVIEWER: Emergency Preparedness and Response Lead	APPROVER: CEO	
SUBJECT: **2.05 Hazard Identification and Risk Assessment (HIRA)**		

1.0 POLICY

Ss. 268(3)(b) of O. Reg. 246/22 requires that homes undertake a process of identifying what hazards and risks may give rise to an emergency impacting the home and thus could impact resident wellbeing.[1] The purpose of performing a hazard identification and risk assessment (HIRA) is to assess the potential risk of hazards with the capacity to cause a disaster in or around the home. HIRA's help to:

- establish a focus for emergency management programs
- allocate resources
- plan appropriately

The identification and understanding of hazards through a hazard identification and risk assessment process are important first steps in building an effective emergency management program. The results of the hazard identification and risk assessment prioritizes the hazards that are most likely, and/or could have the greatest consequences. This allows the home to prepare for and properly allocate resources towards addressing these risks. In addition to identifying risks, it is essential that the *potential consequences or impacts* of these risks are identified and addressed.

In addition to identifying high-priority hazards, this approach to emergency management can result in a more disaster-resilient environment.

Once completed, identification of the appropriate response methods to each of the potential risks are undertaken to ensure that the home is prepared to act and respond to each emergency situation.

2.0 SCOPE

This is a whole home approach to identifying potential risks that could impact the overall operations of Hillel Lodge.

3.0 ACCOUNTABILITY/APPROVAL/EVALUATION

Ensuring that an annual HIRA is completed as per policy is the responsibility of the Emergency Preparedness and Response Lead. The CEO has the overall responsibility to ensure that this is

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[1] LTC Emergency Preparedness Manual.pdf (ltchomes.net)

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completed, reviewed and approved on an annual basis and as revisions are made.

4.0 COMMUNICATION/TRAINING

Knowledge sharing and training of the HIRA through staff meetings, postings of the results, training on the CODES associated with the priority areas must be completed on an annual basis and upon orientation of new hires. Changes to the HIRA which affect emergency preparedness and response, must be shared with all employees, volunteers and contracted services.

5.0 PROCEDURE

Hillel Lodge shall conduct an annual HIRA in collaboration with members of the Leadership Team, JHSC and other stakeholders as required. Hillel Lodge will prioritize **each** hazard as follows:

- Hazard identification;
- Determine the probability of the risk;
- Determine the consequence of the risk;
- Determine the level of risk using a risk matrix and score the risks by priority;
- Determine which current emergency plan (CODE) addresses the risk; and,
- Revise/Develop any mitigation plans to meet the needs for the identified risks.

Employee's, visitors, volunteers and contracted services should report any actual or potential safety hazard(s) immediately. Health and Safety legislation requires workers to report hazards. Reporting hazards can be made to the employees Supervisor/Manager, a Health and Safety Committee member, a member of the Leadership Team, and/or the designated Emergency Preparedness and Response Lead.

The immediate hazard reporting procedure allows for prompt reporting and steps can be taken to control the hazard and minimize any potential risk. Hillel Lodge has a hazard reporting policy and procedure as part of the Health and Safety Program.

Resources
Emergency management program resources | ontario.ca
CCOHS: Hazard ID, Risk Assessment