

<b>Title:</b>	<b>Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety</b>		
<b>Document #</b>	<i>PW-P-008-001</i>	<b>Document Level</b>	<b>Level II</b>
<b>Issue #:</b>	<i>1.1</i>	<b>Issue date</b>	<i>January 2022</i>

## 1 PURPOSE

To outline the process for communicating imminent risks to human health or safety identified by Consultants to Council thereby protecting the community and maintaining trust and confidence in government.

## 2 SCOPE

This procedure applies to all Public Works Staff who receive reports from consultants which identify an imminent danger to human health or safety.

This procedure does not include consultants retained in the course of a litigation matter.

This procedure shall be followed in accordance with the Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety (HR20002) and the Code of Conduct for employees (Schedule G).

## 3 DEFINITIONS

<b>Term</b>	<b>Definition</b>
<b>Imminent</b>	A circumstance or condition that is certain to happen soon.
<b>Risk</b>	The likelihood that a circumstance or condition will result in an adverse impact on human health or safety in the community.
<b>Risk to Human Health or Safety</b>	Any hazard, existing or potential, that may reasonably be expected to have an imminent risk to public health or safety.

## 4 RESPONSIBILITY

### 4.1 General Manager

- Ensure that staff in their Department are compliant with this procedure.
- Ensure Consultant Reports which identify imminent risks are shared with Council.

### 4.2 Divisional Leadership Teams

- Ensure that staff in their divisions/sections are aware of and trained on the responsibilities and processes listed in this procedure.



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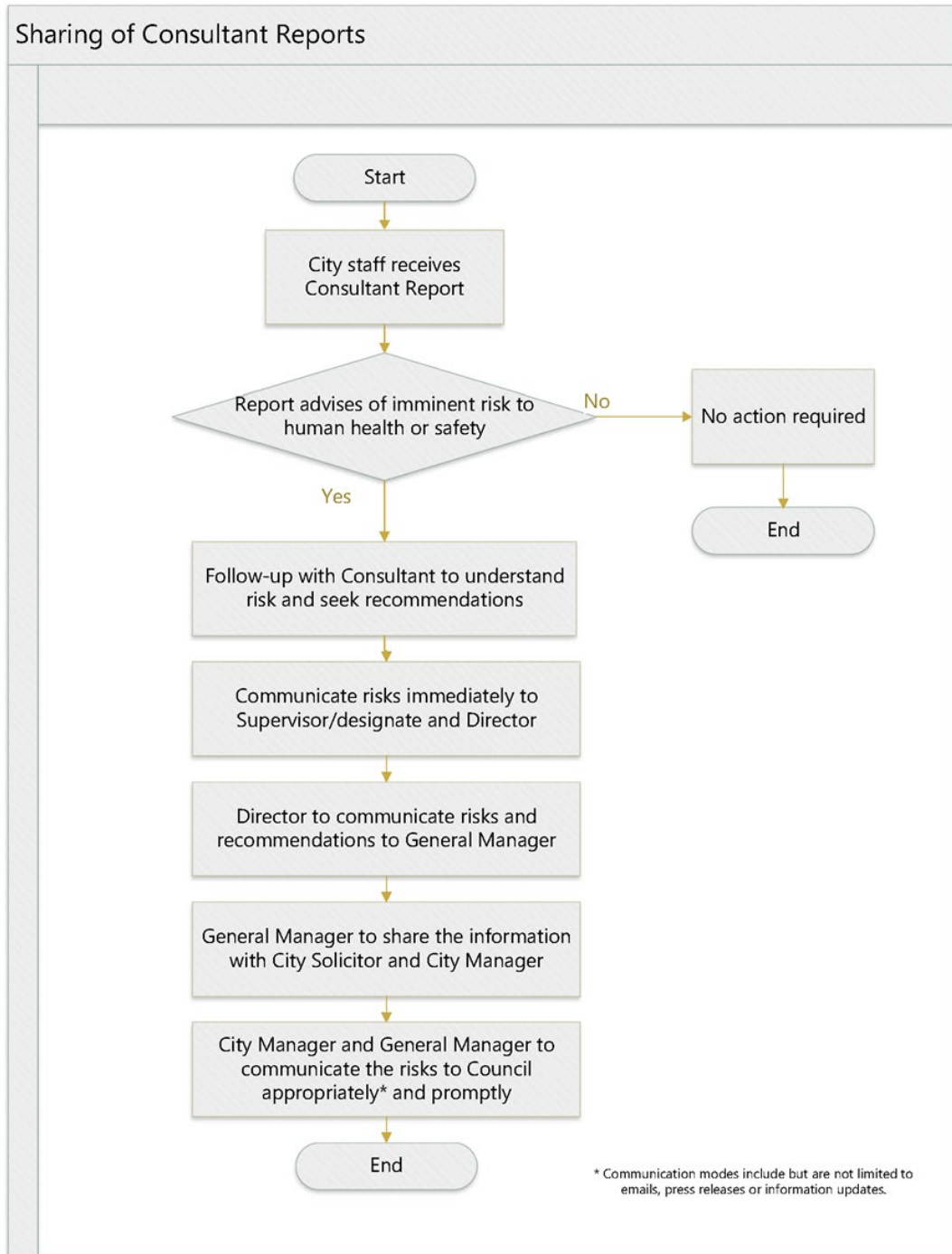
- Ensure staff is aware of the Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety (HR20002) policy.
- Shall inform the General Manager of Public Works of any imminent risk to human health or safety and provide details on recommendations and mitigation plans as available.
- Ensure that Consultant Reports are tracked as per Section 5.3 below.

#### **4.3 All Staff**

- Shall communicate all identified imminent risks to human health or safety in the community, received through a Consultant Report, immediately to their direct supervisor, or designate, confirming receipt of the communication.
- Any staff in receipt of a report which identified imminent risks shall be responsible for maintaining and tracking the report via the Departmental tracking tool or any applicable method which they have put in place.

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## 5 PROCEDURE



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## **5.1 Requirements**

- 5.1.1 City staff who are advised of an imminent risk to human health or safety, through a report developed by a Consultant, shall follow up with the Consultant to understand the risk and seek appropriate recommendations.
- 5.1.2 City staff shall ensure that all identified imminent risks to human health or safety in the community are communicated immediately to their direct supervisor or designate and the Director of their division.
- 5.1.3 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.
- 5.1.4 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.
- 5.1.5 The City Manager and General Manager will ensure that imminent risks to human health or safety are communicated appropriately and promptly with Council.
- 5.1.6 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/communication updates.
- 5.1.7 Appropriate Leadership staff shall provide consultant reports and documentation to Council upon written request to the General Manager or the City Manager.

## **5.2 Monitoring and Control**

- 5.2.1 Employees are expected to communicate disclosures of imminent risks to human health and safety identified by consultants promptly. Failure to comply with this procedure may result in appropriate disciplinary measures up to and including dismissal.
- 5.2.2 Internal audits will monitor compliance to this procedure during planned audit functions of division responsibilities and business practices.

## **5.3 Communications and Reporting**

- 5.3.1 A registry of all Consultant Reports with identified imminent risks and the status of communication of risks shall be maintained and tracked by all Public Works divisions and shall be made available when requested.



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5.3.2 Records resulting from the processes in this procedure shall be stored and identified as per the Control of Records Procedure PW-P-016-001 and following the Corporate Record Retention By-Law.

#### 5.4 Training

The annual Corporate Code of Conduct training includes awareness training on sharing of consultant reports with identified imminent risks to human health or safety.

Staff who deal with consultants and their people leaders will receive training on this procedure following the release of this procedure. Awareness and training on this procedure should also be included as part of onboarding training for staff who deal with consultants.

### 6 ASSOCIATED DOCUMENTS

- Sharing of Consultant Reports with Identified Imminent Risks to Human Health or Safety – Corporate Procedure
- Schedule G: Sharing of Consultant Reports with Imminent Risk to Human Health and Safety
- Control of Records Procedure PW-P-016-001
- Corporate Record Retention By-Law #11-040 as amended
- Consultant Reports - Registry
- Sharing of Consultant Reports Training Presentation

### 7 REVISION HISTORY

<b>Rev. No</b>	<b>Rev. Date</b>	<b>Description of change(s)</b>	<b>Process Owner Name &amp; Position</b>
1	January 2022	N/A; First Revision	GM, Public Works