

Safety Section, Audit 05-14
Risk Analysis Work Sheet
November 1, 2004

<u>Risk</u>	<u>Control</u>	<u>Control In Place</u>	<u>Risk Assessment</u>
<p>The process of administrating alcohol and drug testing is not conducted in the same way each month. As a result, management directives may not be carried out in a consistent manner and program objectives may not be met.</p>	<p>Established policies and procedures that have been adequately communicated to employees involved in the testing process. Mangagement monitors program based on established policy and procedures and objectives.</p>	<p>Partially. The COT Personal Manual has a section devoted to a drug free workplace. However, specific policies and procedures in administering the testing program is not in place for the Safety Section or Employee Relations.</p>	<p>Medium</p>
<p>Employees and the public are at risk due to facility safety hazards.</p>	<p>Facilities are inspected on a periodic basis. The reporting and correction of deficiencies are timely.</p>	<p>Yes; however due to the volume of COT facilities, hazards may not always be identified and corrected on a timely basis.</p>	<p>Medium</p>

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City equipment and job sites are hazardous to employees and the public due to improper use, faulty equipment and/or inadequate safety planning at job sites.	Equipment and job sites are inspected on a periodic basis. Identified deficiencies are reported and corrected on a timely basis.	Yes; however due to the high amount of equipment owned and operated by the city, deficiencies may not always be identified and corrected on a timely basis. Job sites are also numerous about the city and present the same risk.	Medium