

Task	Hazards	Risks	Risk Value			Controls	Are Controls in Place? If not, how and when?
			Likelihood	Severity	Risk Level		

Template Document

Name of Person who conducted the assessment	Signature	Date
Name of Person who conducted the assessment	Signature	Date
Name of Supervisor	Signature	Date

Incident Probability

4 = *Very likely to occur*

3 = *somewhat likely*

2 = *Remote*

1 = *Improbable*

Potential Severity

4=*Severe* (death, serious injury or illness with more than 2 days in the hospital, permanent disability, extensive property damage (> \$100,000), extensive off-site environmental damage)

3=*Substantial* (lost time injury or illness, temporary disability, potential injury, substantial property damage)

2= *Minor* (medical aid injury, minor illness, minor property damage)

1=*Minimal* (first aid injury)

Risk Value

= Incident Probability X Potential Severity

Risk Level

> 11, *High Risk* (take immediate action to eliminate the risk or implement appropriate controls to lower the risk)

= 4 – 11, *Medium Risk* (take timely action to implement appropriate controls to lower or minimize risk)

< 4 *Low Risk* (continued operation is permissible with minimal controls)

Instructions:

- Tool must be completed with individual(s) who do the task identified.
- Tool can be used to evaluate all tasks for a specific occupation or all tasks associated with a specific activity.
- List all work activities in the first column (tasks). It is acceptable to group activities together when the hazards encountered are the same for all of the activities
- List the existing and potential hazards associated with each task in the second column, include both health and safety hazards.
- Keep in mind the different types of hazards. i.e. Chemical, Biological, Physical, Ergonomic, and Psychosocial.
- Complete the risk analysis and determine the overall risk level by assigning the Incident Probability (how likely is it to occur), Incident Severity (how serious would it be) and enter the Risk Level.
- List the current or proposed controls for each hazard identified. The complexity of the controls should be proportional to the overall risk level.
- It is the responsibility of the supervisors to ensure controls are put in place in a reasonable timeframe based on the overall Risk Level.
- Individuals completing the hazard assessment must sign off on the document.
- Supervisor must review and sign off on the document.
- The document must be kept on file by the employer.
- The supervisors must ensure that the results of the hazard assessment including identified controls are communicated to any impacted employee.