

RISK ASSESSMENT INSTRUCTIONS

1. Identify work tasks within a given occupation or department.
2. Identify any potential hazards associated with performing that task. A task can have multiple hazards.
3. Using the Risk Matrix, identify the Likelihood and Severity of hazard(s) associated with a task.
 - a. Likelihood: What is the probability of being exposed to this hazard? How frequently is this task carried out? How many employees perform this task?
 - b. Severity: What are the consequences of being exposed to the hazard(s)? Will the impact extend beyond company employees and property?
 - c. Assign the corresponding numerical value to the respective Likelihood and Severity rating for each hazard.
 - d. Add the Likelihood value to the Severity value to calculate the overall Risk Rating.
4. Identify who is affected/impacted by the hazard(s). For Example, Driver, Helper, Mechanic, General Public, etc.
5. What controls are currently in-place to reduce the hazard(s).
6. Document the Risk Rating calculated in Step #3 for that specific hazard.
7. Identify any additional controls that should be employed to further reduce the risk(s) associated with this task.
8. Plan to update this assessment when there are changes to tasks/processes or on a regular schedule.

		SEVERITY					
		5	4	3	2	1	
LIKELIHOOD	5	Almost Certain	10	9	8	7	6
	4	Likely	9	8	7	6	5
	3	Possible	8	7	6	5	4
	2	Unlikely	7	6	5	4	3
	1	Rare	6	5	4	3	2

LIKELIHOOD

Almost Certain - Expected to happen or happens frequently.

Likely - Will probably occur.

Possible - May occur occasionally or might occur in the future.

Unlikely - Could occur, but doubtful.

Rare - Could occur, but very infrequent or only under extraordinary circumstances.



SEVERITY

Catastrophic - Death or multiple life threatening injuries. Business disruption.

Major - Life threatening injury or multiple serious injuries requiring hospitalization.

Moderate - Serious injury requiring medical treatment & lost work time.

Minor - First Aid and/or minor medical treatment.



RISK RATING

9-10: Extreme Risk - Engineering Controls, Work Permit systems and detailed action plans required prior to work being performed.

8: High Risk - Engineering Controls, Work Permit systems and detailed action plans recommended prior to work being performed.

5-7: Medium Risk - Managed under administrative controls, work procedures and PPE.

2-4: Low Risk - Managed under routine work procedures and employee

