



Risk Task Group – Meeting Report

August 15, 2018

Present: Francisco Joglar (Chair), David Charters, Russell Bainbridge, Kevin Frank, Håkan Frantzich, Vladimír Mózer, Todd Ossmann, Stephane Poole, John Utstrand, Armin Wolski, and Chris Jelenewicz (Staff).

The following was discussed:

1. **Schedule** – The Chair reviewed the schedule. The plan is to have the “review version” of 1st draft completed and ready for Task Group ballot before 1 June 2019.

The latest schedule and document are posted on the Share Drive site.

Action Item -- Volunteers are needed to draft content for a few more sections. If you are interested in taking the lead on one of these sections, please contact the Chair.

2. **Section 3.1, Scope and objectives** – It was agreed that more detailed info on the scope would be more helpful to the reader.

Action Item – Section 3.1 will include the following:

- A table of different risk definitions. This is the R term in the equation we have in our chapter. (e.g., fatalities per year, etc).
- A table with scope examples (Where are we calculating risk and for what hazards?)
- A table with objectives examples (Why are we calculating risk?)

It was agreed that Section 3.1 should not focus on communicating risk a link should be provided to the section on risk communication.

3. **Section 3.2, Acceptance criteria** – Section will introduce risk matrix and give an example, show how you may need have multiple charts.

Action Item – Armin will assist with drafting information on risk matrix.

It was noted that section on acceptance should be consistent when defining the terms acceptance, acceptable, etc.

4. Section 4, Hazards – Kevin has updated Table 4.1 and list in Section 4.3.1. He started to define the process of identifying hazards in section 4.4.

Action Item – Task Group members were asked to review content in Section 4.3.1, Section 4.4 and Table 4.1. Comments can be sent to Kevin Frank.

5. Section 7, Consequences -- Todd has started drafting content on section on consequences.

6. Version Control – The current version of the document will be on the Share Drive. When members are making edits to the document, they are asked to use the current version on the Share Drive, but send marked-up sections to CJ.

7. Next meeting – CJ will schedule the next meeting (4 weeks) via a Doodle Poll (September).

End of Report