Workplace Safety Risk Assessment and Hazard Control Plan

Section A: Introduction

Use this form as a guide to complete a 5 x 5 matrix-style safety risk assessment. This type of risk assessment is ideal for larger or long-term projects and for work that encompasses a variety of tasks with the potential for multiple hazards.

Job, Task, or Project Being Assessed:	**Completed by:**
Responsible Department:	**Date Completed:**

		Severity				
Likelihood		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
1	Very Unlikely	1. Acceptable	2. Acceptable	3. Acceptable	4. Acceptable	5. Acceptable
2	Unlikely	2. Acceptable	4. Acceptable	6. Adequate	8. Adequate	10. Tolerable
3	Fairly Likely	3. Acceptable	6. Adequate	9. Adequate	12. Tolerable	15. Tolerable
4	Likely	4. Acceptable	8. Adequate	12. Tolerable	16. Tolerable	20. Unacceptable
5	Very Likely	5. Acceptable	10. Tolerable	15. Tolerable	20. Unacceptable	25 Unacceptable

The Risk Score (or Risk Rating) is defined by the **likelihood** of the event occurring **multiplied** by the **severity of impact** if it happens. (e.g. likelihood is 4 and severity is 3: 4 x 3 = **12 Risk Score)**

1 - 5 **Acceptable**	Risk is being managed appropriately. Continue to **monitor** controls to ensure safe working methods are being maintained.
6 – 9 **Adequate**	Controls are adequate but the appropriate level of **supervision** must be in place to ensure safe working methods are being maintained.
10 - 16 **Tolerable**	Risks remain and consideration should be given to lowering the risk level further. This may involve an element of **dynamic risk assessment** prior to and whilst the activity is being carried out. **Increased level of supervision** may be required to ensure the safe working methods are being adhered to at all times.
17 - 25 **Unacceptable**	**The level of risk is too high to be deemed acceptable and work should not proceed.** Further actions are required and stronger controls introduced to reduce the level of risk involved. Once new controls have been identified the activity / task should be re-assessed.

Section B: Risk Scoring

Instructions: For each hazard identified during the hazard identification process, calculate each hazard's risk rating below, referring to page 1.

Rank each hazard listed in order of greatest to least. Once each risk has been scored, proceed to the Hazard Control Plan on the next page.

Hazard Identified	Risk Score

Section C: Hazard Control Plan

A hazard control plan is a "roadmap" for hazard control implementation. To stay on track, create a step-by-step plan that spells out the tasks, identifies responsibilities, and includes ways to track your progress.

To-Do
☐ For each control, determine responsibilities, resources needed, a timeline, and ways to monitor effectiveness.
☐ Involve workers in developing the plan.
☐ Communicate the final plan and responsibilities.
☐ Review and revise the plan periodically.

Once you've chosen controls for each hazard, create a **hazard control plan**. This describes what needs to be done, who should be involved, when key tasks should be completed, and what resources are needed. Consult affected workers as you develop your plan.

Here are steps you can follow to develop your plan:

- **Address the highest-priority, most serious hazards first, based on the findings of the risk assessment.**
- Identify resources needed. This can include financial resources, time needed, equipment, or personnel.
- Set a target date for implementing the controls. This can be modified as needed.
- Assign responsibility to a person (or people) with the authority and ability to implement the controls.
- Decide how you will track progress.
- Can you identify interim steps? For example:
    - Seek input from your workers
    - Get approval to buy a replacement guard
    - Order a replacement guard
    - Install the guard
    - Verify that it's working properly and doesn't interfere with operations
- Plan how you will verify the effectiveness of controls after they are installed or implemented.
- Share the hazard control plan with workers. This is your final chance to get their insight into whether the selected controls are the most appropriate and effective before you start implementation.

Section C: Hazard Control Plan, continued

Hazard	**Selected control(s)** (include interim controls and any accommodations needed)	**Resources needed**	**Target date for implementation**	**Steps**	**Who is responsible?** (for each step as needed)	**Date completed**

Hazard	Selected control(s) (include interim controls and any accommodations needed)	Resources needed	Target date for implementation	Steps	Who is responsible? (for each step as needed)	Date completed