**RISK ASSESSMENT TEMPLATE EXAMPLE**

**Section 19 of the Safety, Health and Welfare at Work Act, 2005 requires all employers to carry out a risk assessment of their risks. Use this template to record all hazardous chemical agents that your employees are at risk from. Do not forget those chemicals which might be generated by the work you do e.g. welding fumes**

### Company name:       Risk Assessor name:       Date: Click here to enter a date.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **HAZARD** | **WHO IS INVOLVED** | **RISK (Severity and Likelihood)** | **CONTROLS IN PLACE** | **FURTHER ACTION** | **PRIORITY** | **ACTION DATE** | **ACTION BY** |
| ExamplePouring Sodium Hydroxide Solution from bulk tank | 3 process employee | Splashing – skin/eye burns (very likely & extreme harm)  **Very High Risk** | PPE only Face shield gloves | Consider eliminating pouring. Restructure process | 1 | Immediate | Mgt. |

# \*This template is for illustrative purposes only. Competent persons undertaking chemical risk assessments may amend this template to suit site specific work activities.

**How do you know if the hazard is serious?**

Each hazard should be studied to determine its' level of risk:

* Product information / manufacturer documentation
* Past experience (workers, etc)
* Legislated requirements and/or applicable standards
* Industry codes of practice / best practices
* Health and safety material about the hazard such as safety data sheets (SDSs), or other manufacturer information
* Information from reputable organizations
* Results of testing (atmospheric, air sampling of workplace, biological, etc.)
* The expertise of an occupational health and safety professional
* Information about previous injuries, illnesses, "near misses", accident reports, etc. work environment (layout, condition, etc.)
* Capability, skill, experience of workers who do the work
* Systems of work being used
* Range of foreseeable conditions

**How do you rank or prioritize the risks?**

Ranking or prioritizing hazards is one way to help determine which hazard is the most serious and thus which hazard to control first. Priority is usually established by taking into account the employee exposure and the potential for accident, injury or illness. By assigning a priority to the hazards, you are creating a ranking or an action list. The following factors play an important role:

* Percentage of workforce exposed
* Frequency of exposure
* Degree of harm likely to result from the exposure
* Probability of occurrence

There is no one simple or single way to determine the level of risk. Ranking hazards requires the knowledge of the workplace activities, urgency of situations, and most importantly, objective judgement.

One option to rank risk is to use a table similar to the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Risk Assessment Severity & Likelihood | | | |
| Likelihood of Harm | Severity of Harm | | |
| Slight Harm | Moderate Harm | Extreme Harm |
| Very unlikely | Very low risk | Very low risk | High risk |
| Unlikely | Very low risk | Medium risk | Very high risk |
| Likely | Low risk | High risk | Very high risk |
| Very likely | Low risk | Very high risk | Very high risk |

Note: These categorizations and the resulting asymmetry of the matrix arise from the examples of harm and likelihood. Organisations should adjust the design and size of the matrix to suit their needs.

**Definitions for Likelihood of Harm**

**Very Likely** - Typically experienced at least once every six months by an individual.

**Likely** - Typically experienced once every five years by an individual.

**Unlikely** - Typically experienced once during the working lifetime of an individual.

**Very unlikely** - Less than 1% chance of being experienced by an individual during their working lifetime.

**Definitions for Severity of Harm**

When establishing potential severity of harm, information about the relevant work activity should be considered, together with:

(a) part(s) of the body likely to be affected; (b) nature of the harm, ranging from slight to extremely harmful:

1. **slightly harmful** (e.g., superficial injuries; minor cuts and bruises; eye irritation from dust; nuisance and irritation; ill-health leading to temporary discomfort)

2**. harmful** (e.g., lacerations; burns; concussion; serious sprains; minor fractures; deafness; dermatitis; asthma; work-related upper limb disorders; ill-health)

3. **extremely harmful** (e.g., amputations; major fractures; poisonings; multiple injuries; fatal injuries; occupational cancer; other severely life shortening diseases; acute fatal diseases)

**Definition for Risk Level**

Guidance on necessary action and time scale:

**Very low** - These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.

**Low** - No additional controls are required unless they can be implemented at very low cost (in terms of time, money, and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.

**Medium** - Consideration should be as to whether the risks can be lowered, where applicable, to a tolerable level and preferably to an acceptable level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that controls are maintained, particularly if the risk levels area associated with harmful consequences.

**High** - Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk control measures, until this has been completed. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.

**Very high** - These risks are unacceptable. Substantial improvements in risk control measures are necessary so that the risk is reduced to a tolerable or acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce the risk, the work should remain prohibited.

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| --- | --- | --- | --- | --- |
| Example of Hazard Priority Setting | | | | |
|  | Very likely - could happen at any time | Likely - could happen sometime | Unlikely - could happen but very rarely | Very unlikely - could happen but probably never will> |
| Kill or cause permanent disability or ill health | 1 | 1 | 2 | 3 |
| Long term illness or serious injury | 1 | 2 | 3 | 4 |
| Medical attention and several days off work | 2 | 3 | 4 | 5 |
| First aid needed | 3 |  | 5 | 6 |