

HAZARD ASSESSMENT FORM

Hazard assessment reference No. :

○ Incident	○ Change management	○ Scheduled	○ Complaint / concern	Hazard Assessment Revision No.
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Department		Assessment Team	
Activity			
Date			

HAZARD ASSESSMENT GUIDELINES

- Activity** - Consider each of the occupations/disciplines and write down the individual activities they are involved in to complete the job. Also consider others who may be working nearby and who may be affected by the activity.
- Hazard** - Identify the hazards attached to each activity.
- Hazard Effect** - Determine the effect (consequence) of the hazard which could result. ie. injury, damage or loss, which could result.
- Controls** - Review existing safeguards and determine whether they are adequate by doing the Risk Scoring.
- Severity** - Assess whether the hazard effect is low, medium or high (See Risk Estimator Chart).
- Probability** - Assess the probability of an accident occurring eg. low probability, medium probability, high probability (see Risk Estimator Chart). Consider the number of times the activity is carried out and how many people are involved in doing it.
- Risk Priority Number** - Multiply the two factors **Severity x Probability**. The product determines the level of risk (See Risk Estimator Chart).\
- Control Actions** - Identify the actions required to eliminate or reduce the risk. Priority must be given to potentially high and very high risks. Eliminate the risk through engineering controls where possible.

Probability		Severity		
		Low x 1 (First Aid)	Medium x 2 (MTI / RWI)	High x 3 (LTI / Fatality)
Low	x 1	Low Probability x Low Severity 1 x 1 = 1	LP x MS 1 x 2 = 2	LP x HS 1 x 3 = 3
Medium	x 2	MP x LS 2 x 1 = 2	MP X MS 2 x 2 = 4	MP x HS 2 x 3 = 6
High	x 3	HP x LS 3 x 1 = 3	HP X HS 3 x 2 = 6	HP x HS 3 x 3 = 9

Significant Risk = High Risk (6-9) ■ or Medium Risk (3-4) ■ in terms of probability and severity
 Tolerable Risk = Risk reduced to an acceptable level = Low Risk (1-2) ■
 Residual Risk = Risk remaining after implementing recommended control actions (usually very minor).

Step 1 : Hazard Assessment - Consider the activity WITH EXISTING safety measures / controls

Sr. No.	Activity (consider adjacent activities)	No. of Persons Exposed	Hazard	Hazard Effect	Existing Safety Measures	SeverityX Probability=Risk priority Number		
						S	X	P

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Step 2 : Recommended Remedial Actions (Further controls required)

Consideration shall be given to reduce the risks according to the following hierarchy: <i>Elimination, Substitution, Engineering Controls, Signage / warning and or administrative controls, Personal Protective Equipment. If PPE is used explain what type of PPE is used</i>					Responsible	Time Frame	Completion Date	Residual Risk S x P = R
Ref #								

Communication of this assessment to all those involved in the activity					
Name	Date	Signature	Name	Date	Signature

Close Out Date		Department Manager's Signature	
Close Out Date		HSE Department	

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