



Understanding Retail

Handout 3

Risk Management Table

RISK MANAGEMENT FORM

Use the risks assessment template on the following page, to complete the onsite risk assessment activity.

Persons conducting the assessment (name and title):							
Date:							
Task	Hazards (Existing and Potential)	Risks	Risk Value (Priority)			Controls (Include Engineering, Administrative and PPE)	Are Controls in Place? If not, how and when?
			Likelihood (1-5)	Consequences (1-5)	Risk Level (C X L)		
Identify the various tasks done at the site.	Identify known and potential hazards for each task. Keep in mind long-term health hazards.	Identify the risk associated with each hazard. These risks could affect anyone on your worksite.	Using the matrix below indicate if each risk is Low, Moderate, High or Extreme. Consider the severity and the likelihood as though there are no controls.			List what is already in place to eliminate or reduce. Make sure that you have reduced risks as far as is reasonably practicable. Part of harm reduction is appropriate provision of first aid. Do the controls meet legislative requirements? How do your controls compare to best practices?	Deal with hazards / risks, which are high-risk and have serious consequences first. Identify who will take the action, when they will take the action, and make note of when the action is completed.

Name of Person who conducted the assessment:	Signature	Date
Name of Person who conducted the assessment:	Signature	Date
Name of Supervisor:	Signature	Date

Likelihood Probability:

5 = *Almost Certain*

4 = *Likely to occur*

3 = *Moderate*

2 = *Unlikely*

1 = *Rare*

Potential Consequences:

5 = *Catastrophic*

4 = *Major*

3 = *Moderate*

2 = *Major*

1 = *Insignificant*

Risk Value:

= *Incident Consequence X Potential Likelihood*

Risk Level:

= **17 – 25**, *Extreme Risk (take immediate action)*

= **12 – 16**, *High Risk (take immediate action to eliminate the risk or implement appropriate controls to lower the risk)*

= **5 – 11**, *Moderate Risk (take timely action to implement appropriate controls to lower or minimize risk)*

= **1 – 4** *Low Risk (continued operation is permissible with minimal controls)*

Instructions:

- Tool must be completed with individual(s) who do the task identified.
- Tool can be used to evaluate all tasks for a specific occupation or all tasks associated with a specific activity.
- List all work activities in the first column (tasks). It is acceptable to group activities together when the hazards encountered are the same for all of the activities.
- List the existing and potential hazards associated with each task in the second column, include both health and safety hazards.
- Keep in mind the different types of hazards. I.e. Chemical, Biological, Physical, Ergonomic, and Psychosocial.
- Complete the risk analysis, determine the overall risk level by assigning the Incident Probability (how likely is it to occur), Incident Severity (how serious would it be), and enter the Risk Level.
- List the current or proposed controls for each hazard identified. The complexity of the controls should be proportional to the overall risk level.
- It is the responsibility of the supervisors to ensure controls are put in place in a reasonable timeframe based on the overall Risk Level.
- Individuals completing the hazard assessment must sign off on the document.
- Supervisor must review and sign off on the document.
- The employer must keep the document on file.
- The supervisors must ensure that the results of the hazard assessment including identified controls are communicated to any impacted employee.