Risk Assessment Checklist

A risk assessment checklist for identifying hazards and evaluating and controlling risk.

Prepare the assessment

- [ ] Define the task, area or activity being assessed.
- [ ] Gather relevant information, incident history and data sheets.
- [ ] Choose a risk rating method or matrix.
  Follow OSHA, ISO 45001 or your organization's method and standards.
- [ ] Involve the people who do the work in the assessment.
- [ ] Confirm who is responsible for completing and approving it.
- [ ] Set the scope and any limits of the assessment.

Identify the hazards

- [ ] Walk through the area and observe the activity.
- [ ] Identify physical, mechanical and electrical hazards.
- [ ] Identify chemical, biological and environmental hazards.
- [ ] Consider ergonomic, manual handling and psychosocial hazards.
- [ ] Review past incidents, near misses and complaints.
- [ ] Note hazards from non-routine and emergency situations.

Identify who is at risk

- [ ] Identify workers directly exposed to each hazard.
- [ ] Consider contractors, visitors and members of the public.
- [ ] Account for vulnerable groups such as new or young workers.
- [ ] Consider those who may be affected indirectly.
- [ ] Note how and where people could be harmed.
- [ ] Estimate the number of people potentially exposed.

Evaluate the risk

- [ ] Estimate the likelihood of harm for each hazard.
- [ ] Estimate the severity of the potential harm.
- [ ] Combine likelihood and severity into a risk rating.
- [ ] Account for existing controls already in place.
- [ ] Prioritize the highest risks for action.
- [ ] Decide whether the current risk is acceptable.

Decide and apply controls

- [ ] Apply the hierarchy of controls, starting with elimination.
- [ ] Consider substitution and engineering controls.
- [ ] Add administrative controls such as procedures and training.

- [ ] Specify personal protective equipment as a last line.
- [ ] Assign owners and target dates for each control.
- [ ] Confirm controls are reasonable and practical to implement.

Record and review

- [ ] Record the hazards, who is at risk and the controls.
- [ ] Document the residual risk after controls are applied.
- [ ] Communicate findings and controls to affected staff.
- [ ] Set a date to review the assessment.
- [ ] Review after incidents, changes or new equipment.
- [ ] Keep the assessment on file as evidence.