

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.