

RISK ASSESSMENT

STEP 1: Record Your Hazard	
Identify the hazard (eg) wet floor	
Associated Risk (eg) slipping over	
Specific Circumstances relating to the risk (eg) when it rains only	
Person/s at Risk (eg) warehousing staff	

STEP 2: Assess the Risk	
Existing Control Measures (if any) (eg) mats when wet weather	
Likelihood (please circle)	Very likely Likely Unlikely Very Unlikely
Consequences (please circle)	Extreme Major Moderate Minor

STEP 3: Corrective Action	
Record your Corrective Action or Control Measure (eg) slippery when wet sign displayed	
Preferred Control Options (eg) advise Manager maintenance is required	

STEP 4: Implementation Plan				
Control Option	Person Responsible	Proposed Implementation Date	Sign Off & Date	Scheduled Review Date

Form Completed by; Name: _____ Date: __/__/__
 Signature: _____

STEP 5: Review		
Are Control Measures in Place? YES NO	Are controls minimizing risk? YES NO	Are there any new problems with the risk? YES NO
Comments:		