

Hazard and Risk

Hazard and Risk - Sample Risk Assessment Form

On this page

[How can risks be assessed?](#)

[What is a sample risk assessment form?](#)

[Is there a procedure for assessing risks?](#)

How can risks be assessed?

After hazards are identified, the risks associated with those hazards should be systematically reviewed to ensure those things, activities, situations, processes, tasks, etc. that cause harm to people or property are controlled. One way to ensure that all risks are evaluated in the same way is to use a risk assessment form. This procedure should be carried out by someone who is experienced and fully familiar with the activity (e.g., a "competent person").

Please note: see the OSH Answers [Risk Assessment](#) for more information about risk assessments in general, and how to rank hazards.

Is there a procedure for assessing risks?

There is no one way to assess risks, and there are many risk assessment tools and techniques that can be used. Choose the method that best matches your situation. In all cases, the risk assessment should be completed for any activity, task, etc. before the activity begins.

Step	Action	Deliverable
1	Identify hazards and their potential for causing harm.	An inventory of hazards.
2	Assess the risk of each hazard and rank hazards by priority (consider the probability of harm and severity of harm).	A ranked list of hazards. This list will be useful in planning further action.
3	Determine hazard control measures.	1. A record of hazard control measures at various locations. 2. Evaluation of the adequacy of hazard control measures. Consider the hierarchy of controls , and controls required or recommended by legislation, standards, good practices, or organizational policies.
4	Implement hazard controls.	Controls are in place and functioning appropriately.
5	Measure the effectiveness of controls.	Monitor periodically to confirm controls continue to function effectively.
6	Make changes to improve continuously.	Monitor for improvements.

What is a sample risk assessment form?

The following is a sample. Be sure to customize it for your needs at your workplace. How you actually assess the risks can vary from situation to situation, and may include the technique of brainstorming, or using a checklist or a risk matrix. Document the process used, and how decisions were reached.

Sample Risk Assessment Form

Name of person(s) doing
assessment: _____

Date:

Location: _____

Job, activity, task or procedure being assessed:

Hazards, Risks, and Controls:

List details about each identified hazard below, including the step or task they are associated with, what they are and who they may impact, what the potential consequences are if workers are exposed to the hazard, the level risk (e.g., can use risk matrix below), the priority (hazards with the highest risk should be the top priority to address), and what are the recommended hazard controls to eliminate or reduce the risk.

Step or task	Hazard	Consequences or harm	Risk	Priority	Hazard Controls
EXAMPLE: Working at heights while on a ladder	Safety hazard: falling from heights	Serious injury due to a fall	High risk	1	<p>Follow the hierarchy of controls for working at heights</p> <p>Elimination: when possible, perform work from the ground.</p> <p>Engineering controls: use an elevating work platform when appropriate.</p> <p>Administrative controls: development of fall protection plans, safe work procedures, emergency response plans for working at heights, and adequate training (including working heights and fall protection training, elevating work platform training, ladder safety, training on safe work procedures and emergency response, etc.).</p> <p>Personal protective equipment: fall arrest system and equipment, head protection, high-visibility clothing, protective footwear, face and eye protection, emergency response equipment, and other appropriate equipment for the job.</p>

Additional
Notes: _____

Signature of health and safety committee or
representative: _____

Signature of assessor(s): _____

Date
completed: _____

Example Risk Matrix:

	Low Severity	Medium Severity	High Severity
Low Probability	Very Low Risk	Low Risk	Medium Risk
Medium Probability	Low Risk	High Risk	High Risk
High Probability	Medium Risk	High Risk	Immediately Dangerous

Severity ratings:

- High severity: fatal disease or injury, permanent disability, irreversible health effects, major fracture, poisoning, significant loss of blood, or serious head injury.
- Medium severity: sprain, strain, localized burn, dermatitis, asthma, injury requiring limited days off work
- Low severity: an injury that requires first aid only; short-term pain, irritation, or dizziness

Probability ratings:

- High probability: likely to be experienced once a year or more by an individual
- Medium probability: may be experienced once every five years by an individual
- Low probability: may occur once during a working lifetime

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