

Formal Hazard Assessment

One worksheet per task your company performs

A formal hazard assessment covers a task in general: every step, every hazard that can arise, and the controls you have decided on. It is written once, reviewed on a schedule, and referenced by the field level cards your crews fill out on the day.

Involve the people who actually do the work. An auditor will look at the participant list, and an assessment written alone at a desk is visible from across the room.

Check this yourself. Review this assessment on your stated schedule, after any incident involving this task, and whenever the equipment, materials or method changes. Record the review even when nothing changes.

Task identification

Task or activity

Assessment reference number

Version

Department or crew

Date of this assessment

Equipment, tools and materials used

Related safe work practices or procedures

Who took part

At least one worker who performs this task should appear on this list.

Printed name	Role	Signature

How to rate the risk

Rate each hazard twice: once as it stands before your controls, and once after the controls are in place. The second rating is the residual risk, and it is the number that tells you whether the task is acceptable to run.

Use severity against likelihood. Severity: 1 first aid only, 2 medical treatment, 3 lost time, 4 permanent disability, 5 fatality. Likelihood: 1 rare, 2 unlikely, 3 possible, 4 likely, 5 almost certain. Multiply the two. Anything you rate high must have a control that brings the residual rating down, or the task does not proceed in its current form.

If you already use a different rating method, use yours. What matters to an auditor is that the method is written down, applied consistently, and understood by the people using it.

Control hierarchy, in order

- Eliminate: remove the hazard or the need for the task entirely.

- Substitute: use a less hazardous material, method or piece of equipment.
- Engineer: guard it, isolate it, ventilate it, change the design.
- Administrative: procedures, training, rotation, signage, permits, scheduling.
- Personal protective equipment: the last line, never the only line.
- If personal protective equipment is the only control listed for a serious hazard, the assessment is not finished.

Hazard assessment

Step	Hazard and how it harms	Initial S x L	Controls, highest in the hierarchy first	Residual S x L	Who is responsible

Training and competency required for this task

Training, ticket or competency	Who needs it	How competency is verified

Emergency considerations for this task

What could go seriously wrong

Rescue or response plan required

First aid and equipment needed on site

Who is called, and in what order

Review history

Date reviewed	Reviewed by	Reason for review	Changes made

Date reviewed	Reviewed by	Reason for review	Changes made

Approval

Assessed by

Reviewed by

Approved by management

Date

Date

Date