

HAZARD IDENTIFICATION AND RISK ASSESSMENT

Company Name:		Site Area:		Revision	01
Prepared By:		Date:		Signed:	
AML HSE Approval:		Date:		Signed:	
AML DEPT Manager Approval:		Date:		Signed:	
Scope:					

Lookup Detail: User selects one Consequence and one Likelihood (result is determined automatically)

		Consequence				
		1 Minor First Aid Injury \$10k - \$100k	2 Medium MTI \$100k - \$500k	3 Serious RWI \$500K - \$2M	4 Major LTI \$2M - \$20M	5 Catastrophic Fatality > \$20M
Likelihood	5 - Almost Certain >1 per week (>25%)	MODERATE 11	HIGH 16	EXTREME 20	EXTREME 23	EXTREME 25
	4 - Likely 1/week - 1/month (10-25%)	MODERATE 7	HIGH 12	HIGH 17	EXTREME 21	EXTREME 24
	3 - Possible 1/month - 1/year (1-10%)	LOW 4	MODERATE 8	HIGH 13	HIGH 18	EXTREME 22
	2 - Unlikely 1/year - 1/10 years (0.1-1%)	LOW 2	LOW 5	MODERATE 9	HIGH 14	HIGH 19
	1 - Rare < 1/10 years (0.1%)	LOW 1	LOW 3	LOW 6	MODERATE 10	HIGH 15

Hazard Identification and Risk Assessment

Item	Task or Activity	Hazard or Risk (Potential danger)	Initial Risk Score			Proposed Control Measure	Residual Risk Score			Action		Completed	
			Consequence	Likelihood	Risk Rating		Consequence	Likelihood	Risk Rating	By	Date	By	Date
1	Assess your lighting	Poor / dark and brightest lighting.	5	3	E	Lighting that is too bright or too dark can contribute to employee eye strain. Adjust your lighting to the most comfortable light for your employees' work. Also, consider adding task lighting to each cubicle to address your individual employee's lighting needs.	2	2	L				
	Assess your computer heights	Neck and back straining due to poor ergonomic practice				Computers should be placed just below each employee's line of sight. This will minimize neck and back strains and increase employee production							
	Assess desks and chairs	Poor Ergonomic practice and using damaged desk and chair in office.	5	5	E	. Chairs should be adjusted so employees can sit at their desks comfortably in an upright position with	1	1	L				

					both feet flat on the ground. Taller individuals may require a raised desk and chair, while employees may require a lowered desk and/or a footstool on which to comfortably place his/her feet.							
	Assess equipment	The use of improper working equipment, damaged, loose, frayed electrical cords.	5	4	E	Ensure that equipment is in proper working condition and free of hazards. Cords should not be loose or frayed, and all protective covers should be in place. Also, equipment should meet minimum modern requirements, so be sure to check older equipment for recalls and minimum safety requirements.	1	1	L			
	Assess paths, hallways, and walkways	Obstructed path ways, Access and Egress	3	2	M	All paths should be clear of obstructions, well-lit, and slip-resistant. Watch daily for obstructions as placement of deliveries can change every day, and assess lighting regularly.	1	1	L			
	Assess safety access	Lack of safety proper access equipments like first aid kits, fire extinguisher defibrillators in offices.	5	4	E	Ensure that safety equipment like first aid kits, defibrillators, fire extinguishers, and fire	1	1	L			

					exits are easily accessible with no obstructions. Also, all safety equipment should be checked periodically for expirations and proper working order								
	Assess exterior dangers	A lot of debris, tripping hazard on walk ways, paths,	4	4	E Since you are also responsible for employee and pedestrian traffic injury prevention, regularly assess your building's exterior. Make sure paths are well-lit, free of debris, and cleared of snow or ice. Additionally, ensure sidewalks and paths are free of tripping hazards, entrances and exits are not blocked, and that any construction or repair areas are well	1	2	L					