

RISK ASSESSMENT CHART

ACTIVITY	HAZARD(S) LIST ONLY THOSE WHICH YOU COULD EXPECT TO RESULT IN HARM	LIST GROUPS OF PEOPLE WHO MIGHT BE HARMED	WHAT, IF ANY EXISTING CONTROL MEASURES EXIST	WHAT IS THE RISK UNDER NORMAL CONDITIONS IN YOUR WORKPLACE	LIST ADDITIONAL CONTROL MEASURES REQUIRED	ACTION BY WHOM AND BY WHEN
Example: Typing	Trailing electrical cables	Employees, visitors, cleaners	None	Medium – could cause trips & falls	Properly route and secure cables to prevent trips and falls	J Sparks – Maintenance 1/1/01
Use of a fork lift truck	Truck overturns	Employees, visitors	None	High – could cause fatality	Provide proper training, familiarisation, supervision and future refresher training	Manager – 1/1/01 Review training 1/12/01
Use of a 6-rung “A” frame stepladder	Stepladder in defective condition i.e. rubber feet missing.	Employees, visitors	None	High – could cause fatality	Provide proper training. Ensure employees check the stepladder before use	Manager – 1/1/01 Review training and implement checklist – 1/12/01