

## GENERAL RISK ASSESSMENT CHECKLIST

It's important to do a thorough risk assessment, preferably on site, considering the planned activities as critically as possible. Think about how the activities are going to be carried out, checking existing guidelines and information.

To identify hazards, use these steps:

- Identify the hazards associated with the work activities.
- Identify those who could be at risk by those activities.
- Identify what you are currently doing to manage the risk and what further steps might be required to reduce the risk further. *These are your control measures.*
- Document the findings of your assessment.
- Inform those at risk of the controls.
- Review the risk assessment on a regular basis. For example, if the activity or the equipment used change.

## CONTROL MEASURES

When deciding on your control measures, the following principles should be applied in the following order:

1. **Elimination:** Can the risk be avoided or eliminated?
2. **Substitution:** Can less hazardous materials or different work practices be substituted?
3. **Engineering Controls:** Can the process or task be redesigned to reduce exposure to the hazard?
4. **Administrative Controls:** Can a task be planned and organized to reduce the risk?

The provision of personal protective equipment (and the associated information, instruction and training) should always be considered as a last resort and only after the above controls have been considered.

Consulted (Who contributed to the Assessment) \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_