

## RISK ASSESSMENTS

Actsafe's Toolbox Talks are intended as an informational resource for employers and supervisors to use to deliver a safety talk on a specific subject. A toolbox talk can be an effective way of refreshing workers' knowledge of safe work procedures and sharing information with more experienced workers.

### Risk Assessments

Most workplace injuries and illnesses can be prevented by identifying and dealing with potential workplace hazards and unsafe work practices. An effective way to deal with potential hazards and unsafe work practices is by conducting risk assessments.

#### When do you need to do a risk assessment?

You need to conduct a risk assessment for each potentially hazardous activity or situation. Risk assessments consist of 3 basic steps:

#### 1. Identify potential hazards and unsafe work practices

- Go over every aspect of your work activity and consider anything that could possibly go wrong. Categories of potential hazards may include:
  - **Workplace Actions**, such as working without the proper PPE
  - **Workplace Environment**, such as cables and other tripping hazards
  - **Harmful Substances**, such as chemicals or asbestos

#### 2. Assess the risks

- Assess each potential hazard and unsafe work practice to determine its risk. One way of assessing risk is by using a risk assessment matrix like the one on the right.

		Impact			
		Minor	Moderate	Major	Extreme
Probability	Rare	Low	Low	Medium	Medium
	Unlikely	Low	Medium	Medium	Medium
	Moderate	Medium	Medium	Medium	High
	Likely	Medium	Medium	High	High
	Very likely	Medium	High	High	High

#### 3. Deal with potential hazards and unsafe work practices

- After identifying and assessing risks, eliminate or control each potential hazard and correct each unsafe work practice.
  - **ELIMINATING POTENTIAL HAZARDS**
    - Whenever possible, eliminate potential hazards by substituting different work practices or substances.
      - Select a safer location
      - Change the camera placement or actor action
  - **CONTROLLING POTENTIAL HAZARDS**
    - If you cannot eliminate a potential hazard, try to control it to minimize worker risk.
      - Building an enclosure or guards around table saws
      - Guarding floor openings and installing handrails
      - Use the appropriate PPE

It's important to document your assessments on paper, and review them on a regular basis. If the requirements of a scene change, you may need to do a re-assessment.

#### Attendees (attach Sign-in Sheet if needed):

Name	Initials	Name	Initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Supervisor/Department: \_\_\_\_\_