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SafetyCulture



Title Page

Location of the Workplace

Prepared on

Prepared by

Focus of the Workplace Risk Assessment

Goal of the Workplace Risk Assessment

Why is this workplace risk assessment needed? (Other than being legally required)

How could this workplace risk assessment help your business and your employees?

What is the intended result, effect, or output of this workplace risk assessment?

Scope of the Workplace Risk Assessment

What's included in this workplace risk assessment?

What's not included in this workplace risk assessment?

Important Details Regarding the Workplace Risk Assessment

Who will be involved in this workplace risk assessment and what level of responsibility or participation do they have?

Where (specific room, site, facility, building, or area) will this workplace risk assessment be performed?

When will this workplace risk assessment be performed?



Workplace Risk Assessment

To begin the workplace risk assessment, select the "+" icon next to Hazard:

Hazard

Description of hazard

Photo of the hazard (optional)



Risk related to hazard

Who might be harmed?

Risk likelihood

Very Likely Likely Unlikely Highly Unlikely

Risk consequences

Fatality Major Injury Minor Injury Negligible Injury

Use this risk matrix to identify the risk level:

Risk level

High Medium Low

Hazard causing risk can be eliminated?

Yes No N/A

Are you already doing something to control this risk (existing risk control measure)?

Yes No N/A

Develop a risk control measure targeting this risk.

Compliant Non-Compliant N/A

Briefly describe the existing control measure:

Further action needed to control the risk?

Yes No Unsure

Select the "Action" icon to create an action, assign it to someone, and set a due date.

Compliant Non-Compliant N/A

Eliminate the hazard causing the risk.

Are you already doing something to control this risk (existing risk control measure)?

Yes No N/A

Briefly describe the existing control measure:

Further action needed to control the risk?

Yes No Unsure

Select the "Action" icon to create an action, assign it to someone, and set a due date.

Compliant Non-Compliant N/A

Further action needed to control the risk?

Yes No Unsure

Select the "Action" icon to create an action, assign it to someone, and set a due date.

Compliant Non-Compliant N/A

Monitor this risk.

Compliant Non-Compliant N/A

To ADD another hazard to the workplace risk assessment, select the "+" icon next to Hazard.

To END the workplace risk assessment, select the "Next Page >" button at the bottom right.

Completion/Review

What risk control measures have you developed?

How will you monitor the effectiveness of these risk control measures?

How often will you review this workplace risk assessment?

Every 2 weeks Every month Every 3 months Every 6 months Every year Every 15 months

The HSE recommends reviewing workplace risk assessments at least annually.

Pass Fail N/A

Name and Signature of Employer/Owner/Manager of Workplace

Did the employer/owner/manager of the workplace perform the workplace risk assessment himself/herself?

Yes No Unsure

Name and Signature of Appointed Person

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