

Risk Assessment Tool



Basic Information / Risk Assessment – General | Part I – II

<http://hwi.osha.europa.eu>



Managing risk
Protecting health
Improving business

A better workplace for all







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Information: <http://hwi.osha.europa.eu>



PART I: Basic Information

What is a hazard? What is a risk?

A hazard is anything that has the potential to cause harm. Hazards can affect people, property, processes; they can cause accidents and ill-health, loss of output, damage to machinery, etc.

Occupational risk refers to the likelihood and the severity of an injury or an illness occurring as a result of exposure to a hazard.

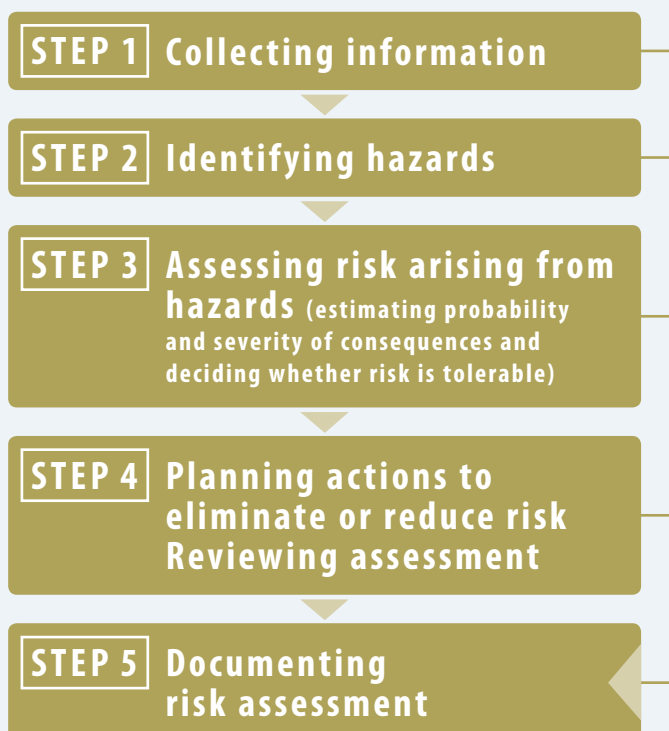
Why/how should I carry out a risk assessment?

The main aim of occupational risk assessment is to protect workers' health and safety. Risk assessment helps to minimise the possibility of the workers or the environment being harmed due to work-related activities. It also helps to keep your business competitive and effective.

Under health and safety laws, all employers must carry out regular risk assessment.

How can I carry out a risk assessment?

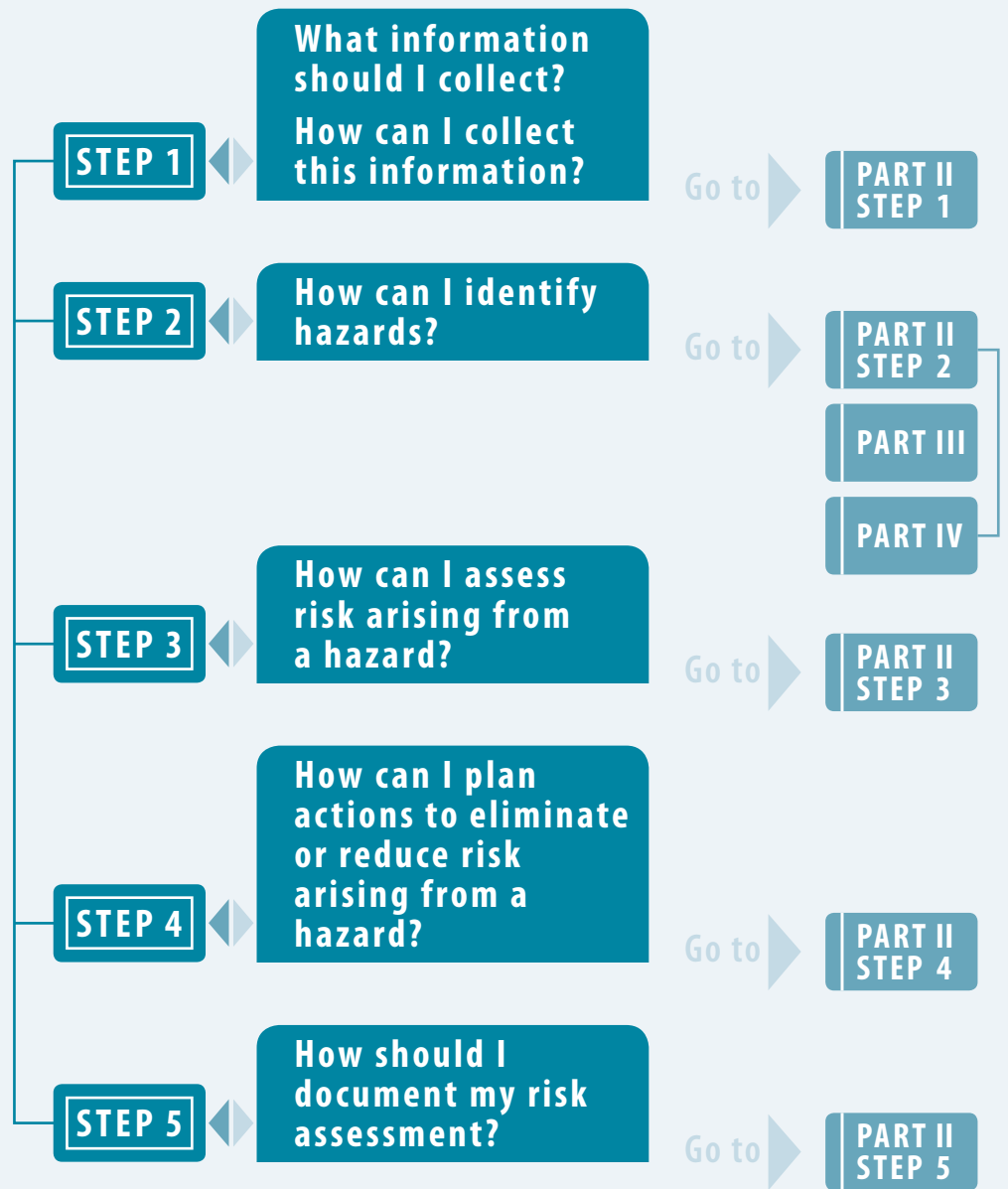
Workplace risk can be assessed in 5 simple steps, as presented below.





**THIS TOOL WILL HELP YOU TO GO THROUGH ALL THE STEPS,
AND TO CARRY OUT AND DOCUMENT YOUR RISK ASSESSMENT**

How should I use this tool?





PART II: Risk Assessment – General

STEP 1

What information should I collect?

To assess occupational risk at the workplace you need to know:

- where the workplace and/or the jobs performed are located;
- who works there: pay particular attention to those for whom occupational hazard may be more severe than usual, such as pregnant women, young workers or workers with disabilities. Remember also about part-time workers, subcontractors and visitors, and employees who work off-site (including drivers, those visiting clients' or customers' homes, etc.);
- what work equipment, materials, and processes are used;
- what tasks are performed (e. g., in what way and for how long they are performed);
- what hazards have already been identified, and what their sources are;
- what the potential consequences of existing hazards are;
- what protective measures are used;
- what accidents, occupational diseases and other occurrences of ill-health have been reported;
- what legal and other requirements are related to the workplace.

How can I collect this information?

You can look for information in the following sources:

- technical data of the equipment, materials, or substances used at the workplace;
- technological procedures and work manuals;
- results of measurements of noxious, or hazardous and strenuous factors at the workplace;
- records of work accidents and occupational diseases;
- specifications of the properties of chemical substances;
- legal regulations and technical standards;
- scientific and technical literature.

Information can also be obtained by:

- observing the work environment;
- observing the tasks performed at the workplace;
- observing the tasks performed outside the workplace;
- interviewing employees;
- observing external factors that may have an impact on the workplace (e. g., tasks performed by third parties, weather conditions).



STEP 2

How can I identify hazards?

To identify hazards at the workplace use the GENERAL CHECKLIST and:

- if you know that a hazard exists ▶ tick "YES"
- if you know that a hazard does not exist ▶ tick "NO"
- if you are not sure if a hazard exists:
use the HAZARD-SPECIFIC CHECKLIST indicated in column 5
- if there is no hazard-specific checklist indicated in column 5 of the GENERAL CHECKLIST, you can look for further information on the websites of the European Agency (<http://hwi.osha.europa.eu>) or national authorities, or ask your local occupational safety and health advisors for assistance.

We have also provided some checklists for the following specific sectors:

- office work
- construction
- car repair
- food processing
- woodworking
- agriculture
- small-scale surface mining

If you are involved in one of these activities, go to the sector-specific checklists in PART IV.

YOUR RISK ASSESSMENT SHOULD BE CARRIED OUT WITH AN ACTIVE INVOLVEMENT OF ALL THE WORKFORCE.





Checklist – General

No.	Hazard	YES	NO	Do not know: go to this hazard-specific checklist:
1	2	3	4	5
1.	Uneven or slippery surfaces (which can cause slips, trips, falls, etc.)	<input type="radio"/>	<input type="radio"/>	Part III - 1
2.	Moving vehicles and machines	<input type="radio"/>	<input type="radio"/>	Part III - 2
3.	Moving parts of machines	<input type="radio"/>	<input type="radio"/>	Part III - 3
4.	Objects and parts with dangerous surfaces (sharp, rough, etc.)	<input type="radio"/>	<input type="radio"/>	
5.	Hot or cold surfaces, materials, etc.	<input type="radio"/>	<input type="radio"/>	
6.	High workplaces and climbing points (which can cause falls from a height)	<input type="radio"/>	<input type="radio"/>	
7.	Hand tools	<input type="radio"/>	<input type="radio"/>	
8.	High pressure	<input type="radio"/>	<input type="radio"/>	
9.	Electrical installations and equipment	<input type="radio"/>	<input type="radio"/>	Part III - 4
10.	Fire	<input type="radio"/>	<input type="radio"/>	Part III - 5
11.	Explosion	<input type="radio"/>	<input type="radio"/>	Part III - 6
12.	Chemical substances (including dust) in the air	<input type="radio"/>	<input type="radio"/>	Part III - 7
13.	Noise	<input type="radio"/>	<input type="radio"/>	Part III - 8
14.	Hand-arm vibration	<input type="radio"/>	<input type="radio"/>	Part III - 9
15.	Whole-body vibration	<input type="radio"/>	<input type="radio"/>	Part III - 9
16.	Lighting	<input type="radio"/>	<input type="radio"/>	Part III - 10
17.	UV, IR, laser, and microwave radiation	<input type="radio"/>	<input type="radio"/>	
18.	Electromagnetic fields	<input type="radio"/>	<input type="radio"/>	
19.	Hot or cold climate	<input type="radio"/>	<input type="radio"/>	
20.	Lifting and carrying loads	<input type="radio"/>	<input type="radio"/>	
21.	Work involving poor posture	<input type="radio"/>	<input type="radio"/>	
22.	Biological hazards (viruses, parasites, moulds, bacteria)	<input type="radio"/>	<input type="radio"/>	
23.	Stress, violence, harassment (mobbing)	<input type="radio"/>	<input type="radio"/>	
24.	Others: please specify below and tick "YES":	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	



STEP 3

How can I assess risk arising from a hazard?

A. For each identified hazard:

Decide if risk is small, medium, or high taking into account the probability and severity of harm which can be caused by a hazard. Use the table below to make the decision.

Probability	Severity of consequences		
	Moderate harm	Medium harm	Extreme harm
Highly improbable	Small (1)	Small (1)	Medium (2)
Probable	Small (1)	Medium (2)	High (3)
Highly probable	Medium (2)	High (3)	High (3)

- Highly improbable: should not materialise during the entire occupational career of an employee.
- Probable: may materialise only a few times during the occupational career of an employee.
- Highly probable: may materialise repeatedly during the occupational career of an employee.
- Moderately harmful: accidents and illnesses not causing prolonged distress (such as small nicks, eye irritations, headaches, etc.).
- Medium harmful: accidents and illnesses causing moderate, but prolonged or periodically recurring distress (such as wounds, simple fractures, second-degree burns on a limited body surface, dermal allergy, etc.).
- Extremely harmful: accidents and illnesses causing grave and permanent distress and/or death (e. g., amputations, complex fractures leading to disability, cancer, second- or third-degree burns on a large body surface, etc.).

B. Decide whether risk arising from a hazard is acceptable or unacceptable.

In general:

- high risk is unacceptable,
- small and medium risk is acceptable.

If legal requirements are not complied with, risk is not acceptable!

Remember: Your risk assessment should always be carried out with the employees' active involvement. When deciding on the acceptability of risk, bear in mind their input, and take into account gender, age, and also health of the employees for whom assessment is conducted.



STEP 4

How can I plan actions to eliminate or reduce risk arising from that hazard?

- If risk is high and assessed as unacceptable, actions to reduce it need to be taken at once.
- If risk is medium and assessed as acceptable, it is recommended to plan actions to reduce its level.
- If risk is small and assessed as acceptable, it is necessary to ensure that it will remain at the same level.

Preventive and protective measures should be implemented in the following order of priority:

- eliminate hazard/risk,
- minimise hazard/risk, through organisational measures,
- minimise hazard/risk, through collective protective measures
- reduce risk, through appropriate personal protective equipment.

To find examples of measures which can be used to reduce risk, go to hazard-specific checklists in PART III or PART IV.

STEP 5

How should I document my risk assessment?

You can document risk assessment for each workplace using the RISK ASSESSMENT SHEET below.

- Record basic information: company name and address, name of the workplace for which assessment has been conducted, name(s) of person(s) working at the workplace, date of the assessment and the name(s) of person(s) conducting the assessment.
- Record identified hazards (for which you have ticked "YES" in the GENERAL CHECKLIST) in column 2 of the RISK ASSESSMENT SHEET.
- For each identified hazard:
 - record preventive/protective measures used to limit risk arising from a hazard in column 3;
 - record the results of risk assessment (e. g., high/unacceptable) in column 4;
 - record actions planned to reduce risk in column 5.



Risk Assessment Sheet

Date: _____ Card No.: _____

Company name and address

Risk assessment undertaken by: (names of people)

Workplace: (name of the workplace)

Name of employee: (name of person working at the workplace)

No.	HAZARD	PREVENTIVE/PROTECTIVE MEASURES USED	RISK ESTIMATION/EVALUATION	ACTIONS PLANNED TO REDUCE RISK
1	2	3	4	5

Signature[s] of people carrying out risk assessment

Signature[s] of people working at the workplace

RISK ASSESSMENT SHEET

| Where to obtain further information

European Agency for Safety and Health at Work

Gran Vía 33

48009 Bilbao - Spain

Tel.: +34 94 479 43 60

Fax: +34 94 479 43 83

E-mail: information@osha.europa.eu

An initiative of:

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