



**DALHOUSIE
UNIVERSITY**

Department of
Facilities Management
Occupational Health and Safety

Job Risk Assessment Worksheet

Service: _____

Job _____

1 – Sequence of Steps Required to Perform Job or Task	2 – Potential Hazards	3 – Risk Assessment			4 - Risk Ranking	5 - Control Measures				
		Frequency	Probability	Severity		Elimination	Substitution	Engineering	Administration	PPE

Hazard Assessment Scale:

Frequency considers how often a job is performed and the number of people involved.

- 1 = Is the job performed a few times a year?
- 3 = Is the job performed one or more times every month?
- 5 = Is the job performed one or more times every week?
- 7 = Is the job performed one or more times every day?

Probability is a measure of the likelihood of an accident occurring that will result in injury, illness or damage.

- 1 = highly unlikely (once every tens years)
- 3 = not normal although accidents have occurred (once a year)
- 5 = likely that an accident will occur (one or two times every six months)
- 7 = highly probable (expected to happen at least once a month)

Severity is a measure of the degree of injury and/or damage

- 1 = Low – no first aid or medical treatment is required, no property damage.
- 3 = Minor – employee requires first aid, no lost time; minor damage to equipment or property
- 5 = Moderate – medical treatment is provided, injury results in lost time. Damage to property or equipment is significant.
- 7 = High – loss of a limb or body part, fatality, damage to equipment or property is extensive

Calculation of Risk

Risk Ranking is the sum of **Frequency + Probability + Severity = Risk**

A Risk Ranking with a total of: 1 to 5 = Manage by using routine safe procedures and following the hierarchy of controls.

6 to 9 = Extra care is required. Frequent pre job / site assessments are required. Monitor for any problems.

10 to 15 = Work can only proceed if risk level has been adequately addressed and manager has given approval.

16 to 21 = Must be dealt with immediately. Work cannot proceed until hazard(s) are dealt with.

Prepared by _____

Reviewed by _____

Date _____

Date _____