Hazard Identification, Assessment, and Control Worksheet

Department:	Ро	sitio	n:		Done By:				Date:
Job / Task: Hazards	Severity	Probability	Frequency	Total	Existing Controls	Recommendations	Date Required	Person Responsible	Initial When Complete

Notes:

- Severity depending on how serious the outcome if something went wrong rate 1, 2, or 3 (3 being worst)
- Probability how likely is it that something will go wrong rate 1, 2 or 3 (3 being most likely)
- Frequency of Exposure how many people, how often are exposed rate 1, 2, or 3 (3 being most often, or lots of people)
- Total total the previous 3 columns: 3 4 is low priority

5 — 6 is medium priority

7 — 9 is high priority

- Address high priority hazards first, then medium priority hazards. Low priority hazards may not require attention at this time; they may simply require monitoring.
- Review the controls in place and consider what should be added. Try engineering controls (guards, screens, mufflers, ventilation, etc.) before relying on things like administrative controls, warning signs, pylons, reminder notes, masks, gloves, etc.
- Determine how quickly the recommended controls should/can be put in place (remember to set reasonable goals) and who is responsible to ensure it gets done.