



Risk Assessment Form

1. TASK DESCRIPTION						2. DATE (MM/DD/YYYY)					
3. PREPARED BY											
a. Name (Last, First, Middle Initial)				b. Time				c. Title/Position			
d. Department				e. Work Email				f. Telephone			
g. Supervisor Name				h. Task/Work Location				i. Signature of Preparer			
Five steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls & make decisions (4) Implement controls (5) Supervise and evaluate (Step numbers not equal to numbered items on form)											
				6. INITIAL RISK LEVEL				8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT		9. RESIDUAL RISK LEVEL	
4. SUBTASK/SUBSTEP OF MISSION/TASK		5. HAZARD		6. INITIAL RISK LEVEL		7. CONTROL		8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT		9. RESIDUAL RISK LEVEL	
Shutdown electric		Electrocution		H		<ul style="list-style-type: none">Shut down power at the main electrical panel.Complete Lock-out/Tag-out proceduresPlace proper signage in the work area.Inform occupants beforeWear proper PPEVerify that Proper certifications are current		How: <ul style="list-style-type: none">Power shall be terminated from the main power breaker.The electrician shall lock out and tag out the main panel.OSHE will provide a Fire ExtinguisherNotification shall be provided two weeks prior. Who: MD Licensed Electrician (Facilities Management), OSHE safety staff, DCM staff		M	
Disable Sprinkler System		Fire		M		<ul style="list-style-type: none">Place the building on Fire watchAssign a dedicated individual for fire watchProvide Fire extinguishersProtect sprinkler heads from damage		How: <ul style="list-style-type: none">Inform AIG and the State Fire Marshal of impairments lasting longer than four hoursProvide the Name of the employee and ensure they are aware of their role and responsibilitiesOSHE shall provide a fire extinguisher		L	

				<ul style="list-style-type: none"> Staff will provide sprinkler covers in the workplace 	
				Who:	
				How:	
				Who:	
				How:	
				Who:	
Additional entries for items 5 through 9 are provided on page 2.					
10. OVERALL RESIDUAL RISK LEVEL <i>(All controls implemented):</i> <input type="checkbox"/> EXTREMELY HIGH <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW					
11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION					
12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK				<input type="checkbox"/> APPROVE	<input type="checkbox"/> DISAPPROVE
a. Name <i>(Last, First, Middle Initial)</i>		b. Rank/Grade	c. Duty Title/Position		d. Signature of Approval Authority
e. Additional Guidance:					

RISK ASSESSMENT WORKSHEET					
4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
Cutting/torching	Fire, explosion	M	<ul style="list-style-type: none"> Get a hot work permit 	How: Who:	

				How:	
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RISK ASSESSMENT WORKSHEET

Risk Assessment Matrix		Probability (expected frequency)				
		Frequent: Continuous, regular, or inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but improbable
Severity (expected consequence)		A	B	C	D	E
Catastrophic: Death, unacceptable loss or damage, mission failure, or unit readiness eliminated	I	EH	EH	H	H	M
Critical: Severe injury, illness, loss, or damage; significantly degraded unit readiness or mission capability	II	EHEH	H	H	M	L
Moderate: Minor injury, illness, loss, or damage; somewhat degraded unit readiness or mission capability	III	H	M	M	L	L
Negligible: Minimal injury, loss, or damage; little or no impact to unit readiness or mission capability	IV	M	L	L	L	L

Legend:

EH – extremely high-risk **H** – high risk **M** – medium risk **L** – low risk

13. RISK ASSESSMENT REVIEW

a. Date	b. Last Name	c. First Name	d. Title/Position	e. Signature of Reviewer

14. FEEDBACK AND LESSONS LEARNED

15. ADDITIONAL COMMENTS OR REMARKS

Page ____ of ____ Pages

Instructions for Completing the Risk Assessment Worksheet

1. Mission/Task Description: Briefly describe the overall Mission or Task for which the deliberate risk assessment is being conducted.

2. Date "00<<<<: Self Explanatory.

3. Prepared By: Information provided by the individual conducting the deliberate risk assessment for the operation, training, or Task.

4. Sub-task/Sub-Step of Mission/Task: Briefly describe all subtasks or sub steps that warrant risk management.

5. Hazard: Specify hazards related to the subtask in block 4.

6. Initial Risk Level: Determine probability and severity. Using the risk assessment matrix (page 3), determine the level of risk for each hazard specified. Probability, severity, and associated Risk Level; enter the level into the column.

10. Overall Risk After Controls are Implemented: Assign an overall residual risk level. This is the highest residual risk level (from block 9).

11. Supervision Plan and Recommended Course of Action:

Completed by preparer. Identify specific tasks and levels of responsibility for supervisory personnel and provide the decision authority with a recommended course of action for approval or disapproval based upon the overall risk assessment.

12. Approval/Disapproval of Training/Task: Risk approval authority approves or disapproves the mission or task based on the overall risk assessment, including controls, residual risk level, and supervision plan. Space is provided for the authority to provide additional guidance; use a continuation page if needed.

13. Risk Assessment Review: Should be conducted regularly. Reviewers should have sufficient oversight of the mission or activity and controls to provide valid input on changes or adjustments needed. If the residual risk rises above the level already approved, operations should cease until the appropriate approval authority is contacted and approves continued operations.

14. Feedback and Lessons Learned: Provide specific input on the effectiveness of risk controls and their contribution to mission



<p>7. Control: Enter risk mitigation resources/controls identified to abate or reduce risk relevant to the hazard identified in block 5.</p>	<p>success or failure. Include recommendations for new or revised controls, practicable solutions, or alternate actions. Submit and brief valid lessons learned as necessary to the persons affected.</p>
<p>8. How to Implement / Who Will Implement: Briefly describe the means of employment for each control (i.e., briefing, rehearsal) and the name of the individual unit or office that has primary responsibility for control implementation.</p>	<p>15. Additional Comments or Remarks: Preparer provides additional comments, remarks, or information to support the risk assessment. If block 15 is used as a continuation of block 14, strike through the block number and title.</p>
<p>9. Residual Risk Level: After controls are implemented, determine the resulting probability, severity, and residual risk level.</p>	<p>Additional Guidance: The Block 4-9 continuance page may be reproduced as necessary for the processing of all subtasks/substeps of the mission/task. If a complete page is not utilized, write "NOTHING FOLLOWS" on the first unused row, immediately after the final item assessed.</p>

FOR OFFICE USE ONLY

NAME: Dwayne L. Jackson TITLE: Director

DEPARTMENT: Office of Safety, Health, and Environment DATE: _____

SIGNATURE: _____