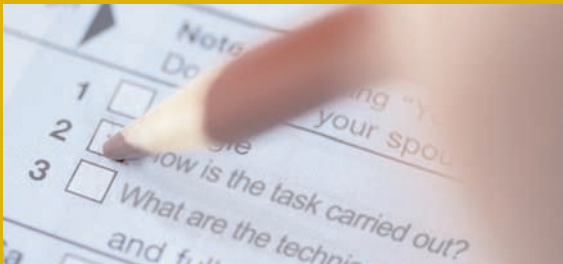




Risk Assessment Templates



Introduction

The three risk assessment worksheets in this section are practical tools to help you undertake risk assessments more effectively. People may have different approaches in conducting risk assessments; however, it is essential that the steps detailed in the risk assessment templates are completed. Section 2 in this pack gives direction on how to conduct a general risk assessment, Section 3 gives direction on how to conduct a manual handling risk assessment and Section 4 gives direction on how to conduct a computer workstation risk assessment. You might want to photocopy these worksheets and use them when conducting risk assessments in your workplace.

General
Step 1: Understand the work activity
Step 2: Collect all relevant information
Step 3: Hazard identification and assessment of risk
Step 4: Control measures and action plan
Step 5: Review effectiveness of control measures

Risk Assessment Templates

Manual Handling Risk Assessment Template
Step 1: How is the task carried out?
Step 2: What are the technical details of the task?
Step 3: What are the problems/risks (refer to Schedule 3 in SI 299 of 2007)?
Step 4: What improvements can be made (actions to take to avoid/reduce handling)?
Step 5: Are the improvements effective?

Display Screen Equipment Risk Assessment Worksheet

Step 1: Initial Consultation

Step 2: Collect relevant information through observation

Step 3: Identify the issues that need to be addressed and prepare an action plan to address those issues.
(Note: Refer to Schedule 4 of the Display Screen Equipment Regulations in Chapter 5 of Part 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007)

Step 4: Review of implementation of action plan

Risk Assessment Templates

