
SIMPLE HAZARD ASSESSMENT TOOL INSTRUCTIONS

This assessment tool works well in small workplaces. The tool can be applied to all types of workplaces, industry sectors or work tasks. The tool supports the RACE process; Recognize, Assess, Control and Evaluate controls. This process is a well-accepted method for controlling hazards and reducing injuries and illness.

Task/Activity

Write down the any tasks or activities that you think may be hazardous. Have workers or supervisors mentioned anything in the past, have there been any close calls or injuries performing certain tasks? For example, you may have heard that someone hurt their back lifting boxes off the floor at the loading dock.

Hazard/Source of Harm

Next think about what the source of harm is for this task and write down the source in the the Hazard column. For the previously mentioned example of lifting a heavy box off the floor, the source of harm would be the heavy box on the floor.

Assess the Risk

Check the table at the bottom of the page for help with this section. What is the Likelihood that someone lifting the heavy box off the floor will injure their back? Back injuries are the most common cause of non-traumatic injury in Ontario and Canada so we can say the hazard is likely to cause an injury (Yes).

Estimate the Consequences

What would be the Consequences of someone hurting their back while lifting? Back injuries can lead to many days off work and in some cases result in permanent disability. In this case we would likely say the task can cause a serious injury (Yes).

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Rate the Risk

In the lifting example we have entered a “Yes” in the Likelihood column and a “Yes” in the Consequence column. We have 2 Yes’s. If we look in the table in the bottom in the Rating column, we see that the risk for two Yes’s is “High Risk”.

If you have used this tool for several tasks it is a good idea to prioritize what tasks you will work on first. Where can you get the biggest bang for your buck?

Recommend Controls

Since the hazard in our example is high risk we would like to reduce the risk and control the hazard. Try to think of ways that you can eliminate the requirement to lift the heavy box off the floor. For example can a pallet truck/dolly be used to move the box or can the box be emptied from where it is delivered.

Evaluate the Effectiveness of the Controls

After your control has been implemented check back to ensure the control that you recommended is working and has not created new hazards.

Running the new task with the controls implemented through the tool is a good way to do this.

In our example, in the Evaluate column, we described how well the controls worked. Evaluating the control or controls is important to make sure that they are working and that they remain effective over time.

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