CALGARY SAFETY CONSULTANTS

Hazard Assessment Checklist

Identify hazards, rate the risk and plan controls

Use this checklist to look at a task, piece of equipment or work area with the workers who do the job. Work through the hazard categories, record each hazard you find, rate its risk and choose controls, starting at the top of the hierarchy of controls. Keep the completed checklist with your hazard assessments and review it whenever the work changes.

Company

Site or location

Date

Task, equipment or area assessed

Assessed by

Workers involved in the assessment

Type (formal, site-specific, field-level, review)

Before you start

- ☐ The workers who do the task are taking part in the assessment.
- ☐ The task has been broken into its main steps, including set-up, clean-up, maintenance and unusual conditions.
- ☐ Past incidents, near misses, inspection findings and worker concerns for this task have been reviewed.
- ☐ Manufacturer instructions, safety data sheets and any permits or procedures for the task are on hand.
- ☐ The legal requirements that apply to this task (for example, fall protection, confined space or WHMIS) have been identified.

Hazard categories: tick each one that applies

Physical

- ☐ Noise
- ☐ Vibration
- ☐ Heat or cold
- ☐ Poor lighting
- ☐ Radiation or lasers
- ☐ Pressure

Machinery and equipment

- ☐ Moving parts or pinch points
- ☐ Hand and power tools
- ☐ Mobile equipment
- ☐ Lifting devices and rigging
- ☐ Unguarded machines
- ☐ Sharp edges

Energy

- ☐ Electrical
- ☐ Hydraulic or pneumatic
- ☐ Stored or gravity energy
- ☐ Energy needing lockout
- ☐ Hot work
- ☐ Steam or hot surfaces

Chemical

- ☐ Hazardous products (WHMIS)
- ☐ Dusts
- ☐ Fumes or vapours
- ☐ Gases, including H2S
- ☐ Flammables
- ☐ Corrosives

Biological

- ☐ Blood or body fluids
- ☐ Mould
- ☐ Sewage or waste
- ☐ Animals, insects or plants
- ☐ Infectious illness
- ☐ Contaminated sharps

Ergonomic

- ☐ Heavy or awkward lifting
- ☐ Repetitive motion
- ☐ Awkward postures
- ☐ Forceful exertion
- ☐ Prolonged standing or sitting
- ☐ Workstation set-up

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Falls and surfaces

- ☐ Work at heights
- ☐ Ladders or scaffolds
- ☐ Openings or edges
- ☐ Slips and trips
- ☐ Uneven or icy ground
- ☐ Falling objects

Work environment

- ☐ Confined or restricted space
- ☐ Excavation or ground disturbance
- ☐ Traffic or moving vehicles
- ☐ Severe weather or lightning
- ☐ Wildlife or remote terrain
- ☐ Water or drowning

Psychosocial and work organization

- ☐ Working alone or in isolation
- ☐ Fatigue or long shifts
- ☐ Workload or time pressure
- ☐ Harassment or violence
- ☐ Handling cash or valuables
- ☐ Shift or night work

Fire and emergencies

- ☐ Fire or explosion
- ☐ Blocked exits or access
- ☐ Rescue would be difficult
- ☐ Distance from medical help
- ☐ Other:

Hazards, risk and controls

Rate each hazard before controls: likelihood and severity from 1 (low) to 5 (high), multiplied for a risk score. Choose controls in order: eliminate, substitute, engineering, administrative, then PPE; most hazards need more than one. Then rate the residual risk with the controls in place. Set your own action levels, for example: 1 to 4 low, 5 to 9 medium, 10 to 16 high, 20 to 25 critical (stop and add controls before work starts).

Hazard and job step	Likeli-hood	Sever-ity	Risk score	Controls (start at the top of the hierarchy)	Resid-ual risk	Who	By when

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Check the controls

- [ ] Higher-order controls were considered before PPE, using the governing jurisdiction's test.
- [ ] The controls don't create new hazards, or any new hazards have been assessed.
- [ ] Workers have the training, equipment and supervision they need to use the controls.
- [ ] The remaining risk is acceptable, or the work won't start until more controls are in place.
- [ ] Procedures, permits, PPE and training records have been updated to match this assessment.

Communicate and review

- [ ] The assessment was reviewed with every worker who does the task, and they had the chance to raise concerns.
- [ ] The completed assessment is filed and available to workers and the health and safety committee or representative.

Review this assessment again when:

- [ ] New or changed task
- [ ] New equipment or materials
- [ ] After an incident or near miss
- [ ] New site or conditions
- [ ] Scheduled review
- [ ] Worker concern

Next scheduled review date

Responsible for the review

Notes, worker concerns and follow-up

Sign-off

Name	Role	Signature or initials	Date

Need help with hazard assessments? Our free guides to hazard assessments, job hazard analysis and the hierarchy of controls are at calgarysafetyconsultants.ca/safety-guides/hazard-management/. Calgary Safety Consultants can also review or build your hazard assessments.

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