

Be imaginative because anything is possible. Think of yourself as workers



children



families



others



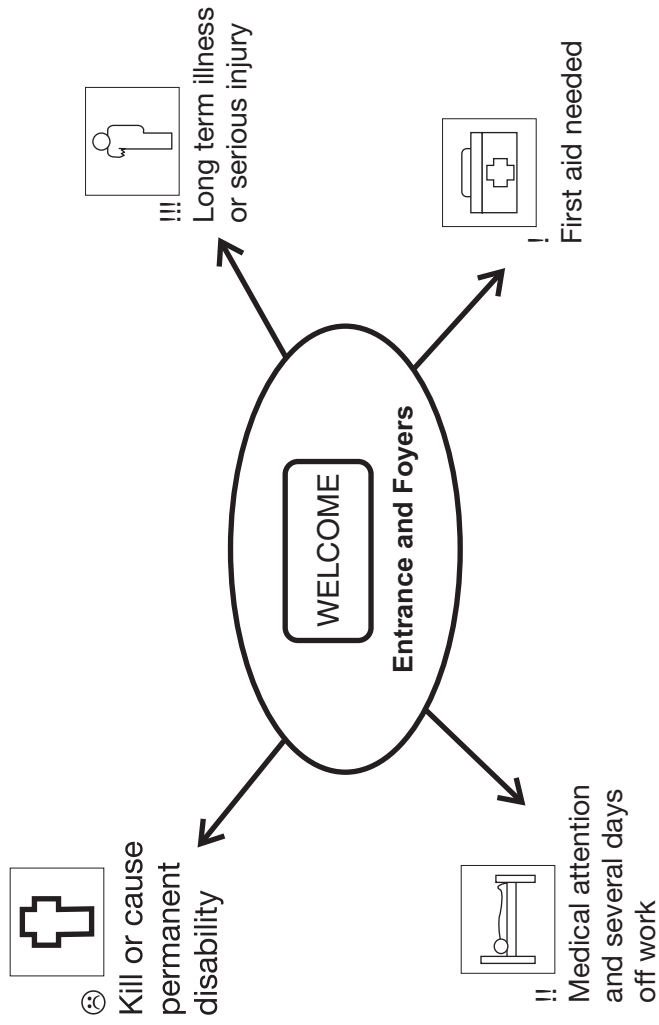
Add the likelihood codes

++ very likely
could happen
any time

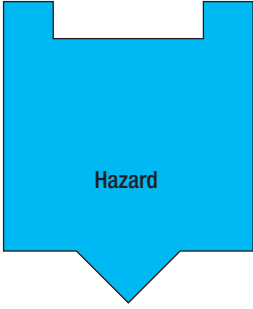
+ likely
could happen
sometime

- unlikely
could happen
but very rarely

-- very unlikely
could happen,
but probably
never will



Poisonous office items such as liquid paper stored in the entrance areas





Step 1. What is the hazard?



Step 2. What is the risk?

The numbers show how important it is to do something:
 1 - it is extremely important to do something about this hazard as soon as possible
 6 - this hazard may not need your immediate attention.

	++ very likely	+ likely	- unlikely rare	-- very unlikely
Kill, Permanent Disability	1	1	2	3
Long term illness Serious Injury	1	2	3	4
Medical Attention Several Days Off	2	3	4	5
First Aid Needed	3	4	5	6

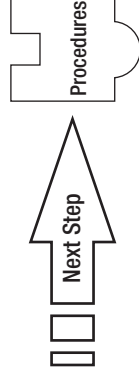


Step 3. What can we do to protect everybody?

Substitute for a lesser risk	Yes	No
Isolate the hazard from the person at risk	Yes	No
Minimise the risk through engineering means	Yes	No
Implement change through administrative means	Yes	No
Use personal protection PPE	Yes	No



Step 4. List the step by step procedure we need to make it safe.



Do we need to make a new procedure or add an item to a checklist