|  |  |  |  |
| --- | --- | --- | --- |
| **Project or GSP work order:**  | **Site:**  | **Date:** | **Signature of Assessor:**  |

Purpose of Risk Assessments:

* To identify health and safety hazards and evaluate and quantify the risks presented
* Where initial risk is not acceptable, to identify and evaluate the effectiveness and suitability of additional controls
* When risk is determined to be at acceptable levels, to communicate risks associated with their tasks and to identify the responsible persons for making sure controls are implemented and being used to keep risk at acceptable levels
* To prioritize further resources if needed to ensure the above.

By signing below, each employee acknowledges that they understand the work, the consequences, what is causing those consequences and how to use/perform the controls that will keep them safe and mitigate the risk. Furthermore, the employee understands their responsibility to escalate any new concerns they have once those concerns are identified. If the concern is identified while performing the work, stop working and escalate immediately to your Field Service Lead or Supervisor.

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| **Employee:** | **Signature:** | **Date of Review:** |
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| **Signature of authorized individual that presented and reviewed with employees:**  | **Signature:** | **Date of Review:** |
|  |  |  |

If the Residual Risk (RR) level after controls is Yellow (3-4) or Red (6-9), Escalate to Daktronics Safety group, Jason Warne or Albert Patin, to help with additional controls to bring risk to acceptable levels.

|  |  |  |
| --- | --- | --- |
| **Severity Level (S)** | **Description of Consequence or Impact** | **Likelihood(L)** |
| **Frequent = 3**(>=50%) | **Occasional = 2**(>=5% to <50%) | **Unlikely = 1**(<5%) |
| **Major = 3***(High level of harm)* | Potential death, permanent disability, or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm. | **High****(9)** | **High****(6)** | **Moderate****(3)** |
| **Serious = 2***(Serious level of harm)* | Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.  | **High****(6)** | **Moderate****(4)** | **Low****(2)** |
| **Negligible = 1**(*Low level of harm)* | Incident that has the potential to cause persons to require first aid.On-site environmental discharge/release immediately contained, minor level clean-up with no short-term environmental harm. | **Moderate****(3)** | **Low****(2)** | **Low****(1)** |

 Red = Imminent Danger/High Level of Risk

 Yellow = Moderate Danger/Moderate Level of Risk

 Green = Low Danger/Low Level of Risk

| **Task #** | **TASK** |
| --- | --- |
| **Hazards**(Cause) | **Consequence**(Effect) | **Uncontrolled Risk (R)** | **Summary of Controls to be included** | **Residual Risk (RR)** | **Responsible Persons** |
| **S** | **L** | **R** | **S** | **L** | **RR** |  |
| **Example** | ***(ENTER TASK)*** *See notes on page 5 of this document for additional explanation of each field* |
| *(Enter Hazard 1, What are the Conditions or Objects with the potential to cause Consequence 1)* | *(Enter Consequence 1, What is the potential outcome of hazard 1?)* | *(See Table, value is 1, 2 or 3)* | *(See Table, value is 1, 2 or 3)* | *(=S\*L)* | * *(Controls that will reduce risk to acceptable levels)*

*Refer to the Hierarchy of Controls when considering which controls will be most effective. The result will be that risk will be reduced by lowering the Likelihood (L), the Severity (S) or both* | *(See Table, value is 1, 2 or 3)* | *(See Table, value is 1, 2 or 3)* | *(=S\*L)* | * *(Enter names or roles of responsible persons who will implement the controls)*
 |
| *(Enter Hazard 2)**Add hazards for each task by picking the First Hazard box, right click, Insert Row Above* | *(Enter Consequence 2)* |  |  |  |  |  |  |  |  |
| **1** | *(Task being Performed)* |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| **2** | *(Task being Performed)* |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| **3** | *(Task being Performed)* |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| **4** | *(Task being Performed)* |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| **5** | *(Task being Performed)* |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| **6** | *(Task being Performed)* |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| **7** | *(Task being Performed)* |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| **8** | *(Task being Performed)* |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| **9** | *(Task being Performed)* |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| **10** | *(Task being Performed)* |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| **11** | *(Task being Performed)* |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| **12** | *(Task being Performed)* |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |
| *(Explanation of Hazard)* | *(Potential Consequence)* | *(S)* | *(L)* | *(R)* | * *(Control)*
 | *(S)* | *(L)* | *(RR)* | * *(Responsible Persons)*
 |

*To add Task #’s, highlight all of the cells in the last Task #, press <Ctrl-C>, click on the beginning of this line of text and press <Ctrl-V>*

**Description for columns in Risk Assessment table**

**Task #:** The number of each Task that is being assessed

**Task:** The task being performed that has or produces Hazards that could result in Consequence(s)

**Hazard:** The Hazard is the conditions or objects with the potential to cause the Consequence

**Consequence:** Is the potential outcome (effect) of a hazard (cause). Consequences are short descriptions of what could happen while performing the task, as the result(s) of the Hazard (conditions or objects) present.

**Uncontrolled Risk (R)**: The current state before controls are implemented

**S**: If it happens, how bad is it going to be, refer to the chart above to determine the Severity, enter a 1, 2 or 3

**L**: How likely is it to happen, refer to the chart above to determine the Likelihood, enter a 1, 2 or 3

**R**: Is the total risk factor for that item with no controls

R=S\*L or you can determine by intersecting S and L on the chart above

**Summary of Controls to be included**: The actions that will be used to reduce risk to acceptable levels. Refer to the Hierarchy of Controls when considering which controls will be most effective. Risk is reduced by lowering the Likelihood (L), the Severity (S) or both

**Residual Risk (RR)**: The risk after controls have been implemented

**S**: If it happens, how bad is it going to be, refer to the chart above to determine the Severity, enter a 1, 2 or 3

**L**: How likely is it to happen, refer to the chart above to determine the Likelihood, enter a 1, 2 or 3

**RR**: Is the total risk factor for that item with controls

RR=S\*L or you can determine by intersecting S and L on the chart above

**Responsible Persons**: Who will implement controls

 **Classifications for Hazards**

For reference, the following is a list of common classifications for hazards and a brief description of each, use these to help identify specific hazards on your job site for the task being performed:

**Chemical (toxic):** A chemical that exposes a person by absorption through the skin, inhalation, or through the bloodstream that may cause illness, disease, or death. The amount of chemical exposure is critical in determining the hazardous effects.

**Chemical (flammable):** A chemical that, when exposed to a heat or ignition source, results in combustion. Typically, the lower a chemical’s flash point and/or boiling point, the more flammable the chemical.

**Chemical (corrosive):** A chemical that, when in contact with the skin, metal, or other material, will damage the materials. Hydrochloric acid and sodium hydroxide are examples.

**Electrical (shock/short circuit):** Contact with exposed conductors or a device that is incorrectly or inadvertently grounded, such as when a metal ladder comes into contact with power lines.

**Electrical (fire):** Use of electrical power that results in electrical overheating or arcing to the point of combustion or ignition of flammables, or electrical component damage.

**Electrical (static/ESD):** The moving or rubbing or wool, nylon or other synthetic fibers or even flowing liquids can cause static electricity. This creates an excess or deficiency of electrons on the surface of material that discharges (sparks) to the ground resulting in the ignition of flammables or damage to electronic components.

**Electrical (loss of power):** Safety-critical equipment failure as a result of loss of power.

**Ergonomics (strain):** Damage of tissue due to over exertion (strains and sprains) or repetitive motion.

**Ergonomics (design factor):** A system design, procedure or equipment that is prone to error. (For example, a switch goes “up” to turn a machine off…)

**Fall/Slip/Trip:** Conditions that result in falls from height or other walking/working surfaces such as wet or oily floors, poor housekeeping, potholes, ledges, etc.

**Fire/Heat:** Temperatures that can cause burns to the skin or damage to other organs. Fires require a heat source, fuel, and oxygen.

**Mechanical/Vibration:** Vibration that can cause damage to nerve endings, or material fatigue that results in a safety-critical failure. (Abraded slings and ropes, weakened hoses or belts)

**Mechanical Failure:** Self explanatory; typically occurs when devices exceed designed capacity or are inadequately maintained.

**Mechanical:** Skin, muscle, or body part exposed to crushing, caught-between, cutting, tearing, shearing items or equipment.

**Noise:** Noise levels (> 85 dBA 8 hr TWA) that result in hearing damage or inability to communicate safety-critical information.

**Radiation (Ionizing):** Alpha, Beta, Gamma, neutral particles, and x-rays that cause injury (tissue damage) by ionization of cellular components

**Radiation (Non-ionizing):** Ultraviolet, visible light, infrared light and microwaves that cause injury to tissue by thermal or photochemical means.

**Struck-by:** Accelerated mass that strikes the body causing injury or death; i.e., falling objects and projectiles.

**Temperature Extremes (Heat/Cold):** Temperatures that result in heat stress, exhaustion, or a metabolic slowing, such as hypothermia.

**Visibility:** Lack of lighting or obstructed vision that results in error or other hazard.

**Weather Phenomena (Snow, Rain, Ice):** Hazards created by outside weather conditions.