



Completed By:	Date of Assessment:
What is the task or activity? Be specific. You can describe part of a task or activity.	
What is unsafe and who can get hurt? Describe the hazard, including its location, and list the occupations.	
What are the effects? This can include damage to property, health effects, risks, etc.	
What is in place now to prevent you or others from getting hurt? List the current risk controls. Indicate if there are none.	



How could it be made safer? What should be done? Are existing controls working? Are they sufficient?

What are the interim and permanent control measures? Which option is best at this time? It can be an interim option. What is the plan going forward?

What are the legal requirements, guidelines, or industry standards? Identify any relevant legislation or guidelines for reference.

Who is responsible for the control measures? Identify the person and title responsible or accountable

Target Completion Date: The date that the control measure is expected to be in place and operational.