

Hazard Risk Assessment

Use this template to assess common clinic tasks, identify related hazards, and document the controls needed to minimize risk to workers.

Clinic name:			
Completed by (name and position):		Assessment date:	
Employer review (signature):		Date reviewed:	

Step 1: Hazard Identification

Begin by identifying a task or activity in your workplace that poses a hazard to staff. Hazards include anything that can cause harm, such as exposure to chemicals, contaminated medical waste, or improper workstation ergonomics. Examples of common hazards in medical clinics are available on our web portal in the [Managing Risk](#) topic. Tasks that are very similar may be grouped together (e.g. all computer-based administrative tasks may be grouped together, and all activities related to cleaning may be grouped together).

Step 2: Risk Assessment

After identifying the hazards associated with the task, assess the risk they pose **before** any controls are in place. Risk is based on the probability that a staff member could be harmed by these hazards, as well as the potential severity of that harm. Hazards with a higher chance of harm and potential severity have a higher risk level. **Risk = Probability x Severity**

Risk Matrix		Probability		
		High (H) Frequent; likely to occur during normal work.	Medium (M) Occasional; may occur from time to time.	Low (L) Rare; unlikely to occur.
Severity	High (H) Serious injury or illness; major property damage; permanent disability.	High (9)	High (8)	Medium (6)
	Medium (M) Injury requiring medical treatment; some time off work.	High (7)	Medium (5)	Low (3)
	Low (L) Minor injury; minor property damage; no time off work.	Medium (4)	Low (2)	Low (1)

Step 3: Risk Control

After assessing the hazards, determine if they can be eliminated. If hazards cannot be eliminated, implement controls to minimize workers' exposure to them, following SWITCH BC's [Hierarchy of Controls](#). Tasks with the highest calculated risk should be prioritized. Once controls are in place, determine the new risk rating by considering the probability and severity again, assuming all the new controls are implemented.

Hazard Risk Assessment Template

TASK AT RISK	HAZARDS	RISK BEFORE CONTROLS		CONTROLS	RISK AFTER CONTROLS	
		P			P	
		S			S	
		R			R	
		P			P	
		S			S	
		R			R	
		P			P	
		S			S	
		R			R	

P = Probability; S = Severity; R = Risk

CONTINUE

Hazard Risk Assessment Template (continued)

TASK AT RISK	HAZARDS	RISK BEFORE CONTROLS		CONTROLS	RISK AFTER CONTROLS	
		P			P	
		S			S	
		R			R	
		P			P	
		S			S	
		R			R	
		P			P	
		S			S	
		R			R	
		P			P	
		S			S	
		R			R	

P = Probability; S = Severity; R = Risk

SAVE / PRINT