

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.

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			Examples of Severity
		High (H) Likely to be experienced once or twice a year.	Medium (M) May be experienced once every five years.	Low (L) May occur once during a working lifetime.	
Severity	High (H) Serious injury or illness.	High (9)	High (8)	Medium (6)	<p><u>High</u>: Contracting serious infectious diseases like HIV, hepatitis, CMV, or leptospirosis; severe respiratory issues, chemical burns, or long-term health effects from chemical or radiation exposure; major injuries from falls, equipment incidents, or workplace violence; chronic conditions from repetitive strain injuries.</p> <p><u>Medium</u>: Moderate respiratory issues, burns, dermatitis, or musculoskeletal injuries, such as sprains or strains; mental health injuries from workplace violence; moderate injuries from equipment or falling objects.</p> <p><u>Low</u>: Cuts, bruises, or mild irritation; short-term discomfort or pain; dizziness; temporary stress with no lasting impact.</p>
	Medium (M) Injury requiring medical treatment beyond first aid or injury requiring days off work.	High (7)	Medium (5)	Low (3)	
	Low (L) Minor injuries requiring first aid only.	Medium (4)	Low (2)	Low (1)	

Step 3: Risk Control

After assessing the hazards, determine if they can be eliminated. If you cannot eliminate a hazard, you'll need to implement controls to minimize their exposure to workers, following SWITCH BC's [Hierarchy of Controls](#). The highest risk should be addressed first. Once controls are in place, reassess to determine the new risk rating. The following table is an example of a hazard risk assessment for storing and handling chemicals.

TASK AT RISK	HAZARDS	RISK BEFORE CONTROLS		CONTROLS	RISK AFTER CONTROLS	
		P	H		P	M
<i>Example:</i> Storing and handling chemicals in the clinic.	<u>Chemical hazards:</u> Exposure to cleaning agents, disinfectants, and preservative solutions can cause respiratory issues, chemical burns, eye damage/irritation, organ toxicity, or allergic reactions.	S	L	<u>Elimination</u> When possible: Discontinue use of hazardous chemicals when safer alternatives or processes are available. Outsource certain procedures that require the use of hazardous chemicals off-site. <u>Substitution</u> Use less toxic or non-reactive chemicals. Choose pre-mixed or pre-diluted solutions to reduce handling risks. <u>Engineering</u> Store chemicals in ventilated cabinets and away from electrical sources. Install an eyewash station. <u>Administrative</u> Follow the clinic's safe work procedures for procedures requiring the use of chemicals. Maintain an up-to-date chemical inventory and Safety Data Sheets (SDS). <u>Personal Protective Equipment</u> Provide gloves, safety glasses/goggles, gowns/lab coats, and face shields as needed. Ensure proper fit and condition of PPE. Train staff on correct use and disposal of PPE.	S	L
		R	M (4)		R	L (2)

P = Probability; S = Severity; R = Risk

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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	

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	

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