

Hazard Risk Assessment

Risk Inventory

Begin by identifying hazards in your workplace. 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 have been provided.

Risk entries

Examples		
Hazard identified:	Associated risk:	Task or activity at risk:
Chemical hazard (exposure to cleaning agents, disinfectants, and preservative solutions).	Respiratory issues, chemical burns, or allergic reactions.	Storing, handling, and using chemicals in the clinic.
Biological hazard (exposure to infectious diseases).	Contracting illnesses through contact with bodily fluids or contaminated surfaces	Handling of blood samples, patient care activities, cleaning of contaminated equipment, and disposal of medical waste.
Ergonomic hazard (poor workstation setup).	Strain injuries, back pain, or musculoskeletal disorders from prolonged sitting, standing, or improper posture.	Typing at a computer, standing for long periods during patient assessments, or lifting patients.
Psychological hazard (workplace violence).	Anxiety, depression, burnout, or emotional exhaustion.	Dealing with distressed patients and families.
Risks in the clinic:		
Hazard identified:	Associated risk:	Task or activity at risk:

Risk Assessment

After identifying the hazards in your clinic, assess the risk they pose. Risk refers to the likelihood 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.

Step 1: Severity Potential

What are the potential consequences of exposure to this hazard, and how severe would these consequences be for the affected person? Look at the descriptions below and choose the one most suitable.

Severity Rating	Description
High	<p>Serious injury or illnesses.</p> <p>Examples: Contracting serious infectious diseases like HIV or hepatitis; 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>
Medium	<p>Injury requiring medical treatment beyond first aid or injury requiring days off work.</p> <p>Examples: Moderate respiratory issues, burns, dermatitis, or musculoskeletal injuries, such as sprain or strains; mental health issues from workplace violence; moderate injuries from equipment or falling objects.</p>
Low	<p>Minor injuries requiring first aid only.</p> <p>Examples: Cuts, bruises, or mild irritation; short-term discomfort or pain; dizziness; temporary stress with no lasting impact.</p>

Step 2: Probability

What is the likelihood of harm, such as injury or illness occurring? Consider this without new or interim controls in place. Look at the descriptions below and choose the one most suitable.

Probability Rating	Description
High	Likely to be experienced once or twice a year.
Medium	May be experienced once every five years.
Low	May occur once during a working lifetime.

Step 3: Hazard Risk Rating Scoring Matrix

Take Step 1 rating and select the correct row, take Step 2 rating and select the correct column. Circle the risk score where the two ratings cross on the matrix below to obtain the risk rating.

Severity	Probability		
	High	Medium	Low
High	9	8	6
Medium	7	5	3
Low	4	2	1

Note: The numbering classification in the risk matrix is used to prioritize the levels of risk (see table below). The higher the level of risk, the sooner action is required to address the issue.

Step 4: Corrective Actions

Once the level of risk has been identified, use the chart below to understand the priority levels and suggested time frame for implementing the required actions.

Level of risk	Score	Description
High	8 to 9	Implement controls within one to two weeks to eliminate or minimize the risk.
Medium	3 to 7	Implement controls within one to two months to eliminate or minimize the risk.
Low	1 to 2	Implement controls within four to six months to eliminate or minimize the risk.

Corrective actions	High (within 1-2 weeks)	Medium (within 1-2 months)	Low (within 4-6 months)
--------------------	----------------------------	-------------------------------	----------------------------

Risk Control

After assessing the risks, the next step is to implement controls to manage those risks. The greatest risk should be addressed first. If you cannot eliminate a risk, you'll need to implement control measures to minimize it.

Use the table below to identify the existing hazards in your clinic, select their level of risk using the scoring matrix table above, provide your recommended actions, and record the completion date for each. The table provides examples of common hazards in medical clinics along with some recommendations for addressing them.

Hazards	Degree of Risk	Recommendation	Date completed
Psychological hazard (Violence in clinic, verbal aggression) Severity: Probability:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<ol style="list-style-type: none"> 1. Install access control to staffed, private office area. 2. Install high or deep counters at reception area. 3. Establish barrier and controlled gate between reception counter and public area. 4. Provide violence prevention training for staff. 5. Flag patient health records. 6. Put up signage informing patients violence and aggression are not tolerated. 	DD / MM / YYYY
Chemical hazard Severity: Probability:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	<ol style="list-style-type: none"> 1. Develop safe work procedures for storing, handling, and using chemicals. 2. Provide WHMIS training for exposed staff. 3. Ensure Safety Data Sheets are available. 4. Develop a spill response plan. 5. Ensure staff has access to adequate PPE. 	DD / MM / YYYY

Hazard Risk Assessment completed by:

Print name:			
Job position:		Date:	DD / MM / YYYY

COMPLETED