

Completed By(name(s)):				
Describe the activity or tasks/work process.				
Safety Critical Task <input type="checkbox"/>				
Location of process being carried out?				
Identify the persons at risk:	Drivers <input type="checkbox"/>	Mechanics <input type="checkbox"/>	Office Staff <input type="checkbox"/>	Yard Person <input type="checkbox"/> Other <input type="checkbox"/>
Identify property/equipment at risk:				
Name the substance(s) involved in the process (Attach safety data sheets to this assessment)				
List steps involved in task: (Controls not implemented)				
Hazards: (list in applicable box below)				
Biological <input type="checkbox"/>	Chemical <input type="checkbox"/>	Physical <input type="checkbox"/>	Psychological <input type="checkbox"/>	
Risk Rating (Use Risk Matrix to complete below)				



Frequency of Exposure (F)	Likelihood of Loss (L)	Severity of Loss (S)	Risk Rating (R) = F+L+S
<b>Risk Rating:</b>			
<b>Control Measures</b> (List all applicable in each box below)			
Elimination:			
Substitution:			
Engineering:			
Administrative:			
Personal Protective Equipment:			
Reference Documents:			
Signature(s) :			
<b>Revisions</b>			
Revision Date:			
Comments:			
Completed by:		Signature:	

## Notes

**Job Title:** Insert the literal title for this job;  
e.g., Trailer coupling and uncoupling.

**Date:** Insert date the policy manual takes effect.

**Occupation:** Insert the occupations that may carry out this job;  
e.g., driver, warehouseman, yard man, shipper, receiver.

**Completed by:** Insert the name of the person conducting the assessment, likely your own.

**List steps involved in task:** List the components of this job breaking out discrete functions, especially those which present any form of hazard or safety risk;  
e.g., operating tractor.

**Potential Hazards:** For each critical job step noted earlier, list in some detail, any and all potential hazards associated with it;  
e.g., mechanical failure and equipment damage.

**Control Measures or Procedures:** List for each critical job step and associated hazard, the measures to be taken by **Company Name** or staff member to reduce or eliminate the chance of this risk occurring;  
e.g., for backing under trailer, ensure that brakes are set, or trailer is blocked against movement