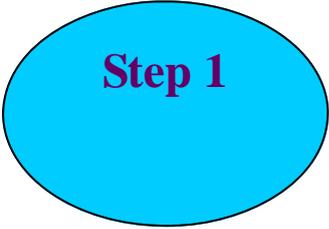


5 steps to risk assessment



Step 1

Look for the hazards

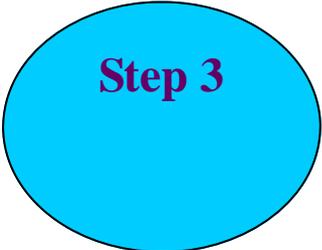
Complete workplace inspections, use data sheets, specialist contractors, employee's, personal experience, industry standards can help you spot hazards.



Step 2

Decide who might be harmed, and how

Is it young workers, employees, self-employed, visitors, students, members of the public or trespassers.



Step 3

Evaluate the risks

Decide how likely it is that each hazard could cause harm, decide whether existing precautions are adequate, if not prioritise control measures and form action plan.



Step 4

Record your findings

This means writing down the significant hazards and conclusions, when 5 or more employee's. All employee's must be told of findings.



Step 5

Review your assessment, revise if necessary

Whenever new equipment, procedures, personnel, an accident/injury, new legislation or periodically to ensure systems in place are still adequate and working properly.