

Hazard Assessment/ Tasks Inventory

Job Title/Task:	Shop Duties	Revised By:	
Date Created:		Revision Date:	
Approved By:		Approved Date:	

	Task	Potential Hazards	Risk Analysis F+P+S=Risk	Control Measures
1.	General Housekeeping	1. Slips, trips and falls 2. Pinch Points 3. Falling objects 4. Chemical Exposure	1. 3+1+2=6 2. 3+1+1=5 3. 3+1+1=5 4. 3+1+1=5 LOW	1. Watch for wet areas on floors, clean up any spills or mop up wet areas, use 3-point contact when using stairs or ladders. 2. Keep body parts in view. 3. Watch for poorly stored items at heights, do not stack or leave heavy items unsecured, wear safety toed footwear. 4. Read product labels, follow recommended safety precautions.
2.	Testing, repairing and maintaining equipment	1. Pinch Points 2. Dropped Objects 3. Chemical Exposure	1. 3+1+1=5 2. 3+1+1=5 3. 3+1+1=5 LOW	1. Keep body parts in view. 2. Watch for poorly stored items at heights, do not stack or leave heavy items unsecured, wear safety toed footwear. 3. Read product labels, follow recommended safety precautions.
3.	Power tools	1. Pinch Points 2. Dropped Objects 3. Injury caused by Debris	1. 3+2+2=7 2. 3+1+1=5 3. 3+2+3=8 MEDIUM	1. Keep body parts in view. 2. Watch for poorly stored items at heights, do not stack or leave heavy items unsecured, wear safety toed footwear. 3. Wear PPE; safety glasses, or face shield, protective coveralls, safety toed footwear, hearing protection and gloves as required.
4.	Hand Tools	1. Pinch Points 2. Dropped Objects	1. 3+1+1=5 2. 3+1+1=5 3. 3+1+2=6 LOW	1. Keep body parts in view. 2. Watch for poorly stored items at heights, do not stack or leave heavy items unsecured, wear safety toed footwear.

Safety Items if Required For Job Task				Risk Ranking: 1-6 Low , 7-8 Medium , 9-12 High , 13-15 Extreme Jobs with Extreme Risk Rating Must Not Be Performed; Contact Manager
	Hard Hat	X	Safety Glasses	
X	Rubber Gloves	X	Steel Toe Boots	
X	FR Coveralls	X	Hearing Protection	