

Risk Assessment Guidelines for Industrial and Commercial Facilities

Introduction

Risk assessments are an essential part of workplace safety and operational management. They help organisations identify potential hazards and implement measures to reduce risks to employees, visitors, and equipment.

This guidance note provides an overview of how organisations can conduct effective risk assessments.

Identifying Workplace Hazards

The first step in risk assessment is identifying potential hazards within the workplace.

Common hazards include:

- **Electrical hazards**
- **Mechanical equipment risks**
- **Fire hazards**
- **Chemical exposure**
- **Slips, trips, and falls**
- **Environmental hazards**

Organisations should conduct regular inspections to identify hazards and evaluate their potential impact.

Evaluating Risk Levels

Once hazards have been identified, organisations should assess the likelihood and severity of potential incidents.

Risk evaluation typically involves:

- **Determining the likelihood of a hazard causing harm**
- **Assessing the potential consequences**
- **Prioritising risks based on severity**

This process helps organisations focus on the most critical risks first.

Implementing Control Measures

After identifying risks, organisations should implement control measures to reduce the likelihood of incidents.

Control measures may include:

- **Engineering controls**
- **Administrative procedures**
- **Staff training**
- **Personal protective equipment**
- **Equipment maintenance programs**

Control measures should be regularly reviewed to ensure their effectiveness.

Monitoring and Reviewing Risks

Risk assessments should not be treated as a one-time activity. Instead, they should be reviewed periodically to ensure they remain relevant.

Reviews should be conducted:

- **After operational changes**
 - **Following incidents or near misses**
 - **When new equipment is introduced**
 - **At regular scheduled intervals**
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Conclusion

Effective risk assessments help organisations create safer workplaces and maintain regulatory compliance. By systematically identifying hazards and implementing appropriate controls, businesses can significantly reduce workplace risks.