Workplace Risk Assessment Checklist

A simple structure for documenting hazards, existing controls, residual risk and actions.

Checklist

- Define the activity, work area and people exposed.
- Identify hazards using observation, interviews, incident history and task review.
- Consider employees, contractors, visitors and vulnerable persons where applicable.
- Record existing controls and assess whether they are effective.
- Determine likelihood and severity using the organisation's approved matrix.
- Prioritise risks requiring elimination, substitution or engineering controls.
- Specify administrative controls, training and PPE where appropriate.
- Assign an accountable person and target completion date for each action.
- Reassess residual risk after controls are implemented.
- Review assessments after significant changes, incidents or new hazards.

Prepared by Veritas EHS Ltd. This checklist is a practical guidance aid and does not replace applicable legislation, regulatory requirements, competent-person advice or site-specific assessment.