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# **EMERGENCY MEDICAL SERVICES RISK MANAGEMENT RESOURCE GUIDE**

**AN ADJUNCT TO AN EMS SAFETY PROGRAM**

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Taking risks is an unavoidable practice undertaken everyday by individuals from all walks of life. The emergency services have a greater incidence of being exposed to risks given the nature of the work that is being performed. Although there are similarities in both the nature of the work and risk for all of the emergency services, this model will be specific to the EMS community.

The following document is prepared to increase the awareness, and understanding of risk management and how a risk management program can positively affect the EMS system. Its content is derived from multiple sources including materials from the insurance and the EMS industries.

### **DISCLAIMER**

The information contained in this document is intended for educational use. Distribution and use of the material shall not imply approval of any of the reference materials used in completing this document or acceptance of liability by the Pennsylvania Department of Health, the regional EMS councils and the Pennsylvania Emergency Health Services Council. Risk is inevitable and risk management is a dynamic process. Only a continued effort of controlling risk will assure a safer environment for employees and the public.

### **DEFINING RISK**

The term “risk” is literally defined as the possibility of meeting danger or suffering harm or loss, or exposure to harm or loss. With this in mind, the concept of applying this term to the EMS profession brings about certain challenges given that the nature of the work is sometimes inherently dangerous.

When defining risk, it is important to understand that there are three interrelated concepts that are used in determining risk:

- The probability that an event may occur
- A detrimental or undesirable consequence related to the event
- The severity of the potential harm of the event.

## **RISK ASSESSMENT**

Relative risk and insurance risk are terms used when assessing a risk. Relative risk is judged by specific undesirable events along a broad scale of undesirability. For instance, an on the job injury could be a minor occurrence or it could be fatal. Both outcomes are undesirable. Obviously, the minor occurrence would be the better alternative. In this example, a person that has experienced a close call or injury will consider the probability and potential consequences and will adjust their behavior to minimize or alleviate the risk of such an event in the future.

Determining the probability of an occurrence and the effect that this occurrence has on the organization or components of the organization can assess risk. Risk assessment is expressed in various terms that allow for understanding of the data that is compiled.

Subjective terms can best be used to describe the probability of an occurrence. Examples of such terms would be: rare vs. high, one in ten and a numbered percentage. Undesirable consequences can be described in descriptive terms such as: “death,” “injury,” “disaster” or in more tangible terms as in “combined costs of payments” and “loss of productivity” stemming from a workers compensation injury or illness.

Probability and consequence can be combined and expressed mathematically as the product of loss probability. An example of this would be an insurance company might describe an asset as a two million dollar risk but have only a very small probability of loss.

When discussing the probability of risk it is important to understand that risk probability is bi-directional. It illustrates the chance that something undesirable may occur and also the probable outcome rated on a scale of negative consequences. This concept will be reviewed later in this document. As an example: statistically we can predict the number of ambulance crashes that occur annually. We can also predict the number of injuries and fatalities that arise from the accidents. However, these statistics are not able to predict where or when an accident will occur, nor will they provide an assessment of the seriousness of the accident.

Every situation that an EMS professional enters into carries with it a certain amount of associated risk. The integration of probability and consequence will assist in guiding the EMS profession into a proactive approach to risk management.

## **RISK MANAGEMENT**

Risk management refers to activities that involve the comparison and/or evaluation of risks and to develop methods that will effect change in the probability or consequence of an act. Identification and evaluation of risks as well as the identification, selection and implementation of control measures make up the complete process of risk management.

This section will examine the principles and practices of risk management and how they apply to the community as a whole, the EMS organization and EMS operations.

### *Community Risk Management*

Emergency Medical Services, in contrast to fire protection and law enforcement, is not often viewed as contributing to controlling risk throughout a community. The simple fact of having specialized equipment and trained personnel on hand shows that EMS is a valued asset to a community's response to risk.

Although most EMS organizations focus on treatment and transport of the sick or injured during or after an emergency, the medical treatment role of EMS organizations is still based on the need to protect the community's population. With this in mind, any EMS organization can be viewed as part of a community's risk management program. The organization exists to assist in limiting the loss from illness and/or injury when a medical emergency occurs.

As a whole EMS organizations are often reactive in terms of risk management in the community. This means that organizations will often change behaviors or conditions only after an unfortunate incident has occurred. Also, more effort is needed in the areas of prevention and public education. It can be said that by addressing prevention and public education a large number of emergencies can be reduced in severity or avoided.

With EMS being identified as having a key role in community risk management there are multiple areas that will make citizens more aware of risks and promote prevention both in the community and the EMS organization. Examples of such areas would be

- Recognition of potentially hazardous situations.
- Understanding of medical emergencies.
- Effective response to emergencies.

Educational and outreach programs are well received by the public and will assist both in educating the community and adding to prevention of emergencies. Examples of educational or outreach programs are:

- Community CPR classes
- Helmet awareness.
- Falls in the elderly.
- Specific hazard recognition and avoidance.

With all parts included as part of a community's risk management system and a continued effort to evaluate and modify programs, these activities will assist in reducing a community's risk.

### EMS Organizational Risk Management

An organization can include the president and/or chief officer of a volunteer or not for profit organization or business and there is no single method or solution when managing risk. There are multiple publications and other resources that provide a wide range of methods for risk management. The means by which risk management is undertaken is left up to the individual organization. However, the risk management process must be properly managed, evaluated continuously and upgraded as needed.

### *Risk Manager*

An organization's risk manager typically has responsibility for handling relations with outside agencies such as insurance companies. When adapting the role of a risk manager this person may, due to an organizations size and revenue, have to wear many hats. The individual may be a supervisor with risk management responsibilities along with several other equally important tasks. In this case a risk management team may be an option that an organization can use. This risk management team should not be confused with a safety team. Although, some responsibilities may overlap the mission of these two teams are different. It should also be understood that although an organization utilizes a risk management team, one member should have overall responsibility for decision-making.

### *Risk Management System*

As stated previously risk management is a dynamic process. As in any effective system goals and objectives must be:

- Clearly stated
- Understood to all relevant persons
- Attainable
- Measurable

Risk managers or other individuals that are responsible for the goals being met should be an integral part of the process.

### *Goals and Objectives*

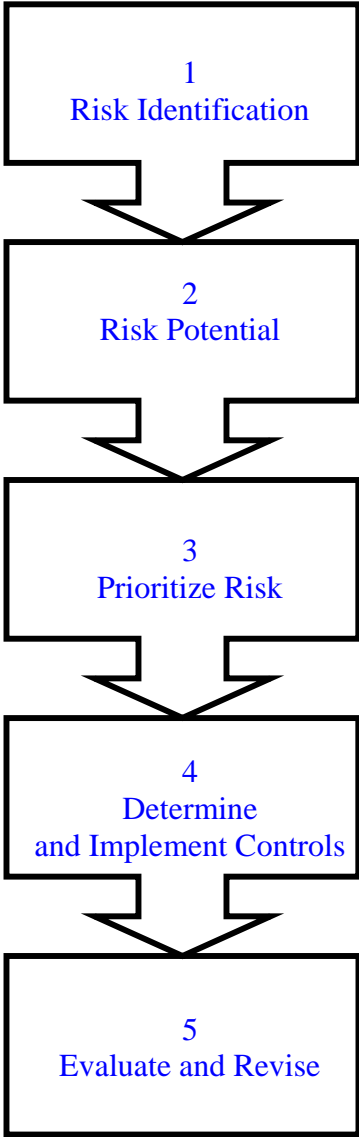
When developing goals and objectives it is important to understand the differences between a goal and an objective. Goals are benchmarks that are established to affect a certain outcome. Objectives are the means by which a goal is obtained, by establishing plans that support the completion of the objective. An example of a goal and objective is as follows:

- Goal – To reduce the number of back injuries from lifting to zero.
- Objective – Have annual training on proper lifting body mechanics. Have additional manpower available as needed for lifting assistance.

### *Risk Management Process*

The risk management process discussed in this document is based on a five-point process. There are a number of processes used that have between five and ten process steps. Regardless of the process that is used it should be understood that losses are a certainty and that funding for these losses must be anticipated.

**Five Steps of Risk Management**



### *Step One: Identify Risk*

The purpose of identifying risk is to determine what types of things create risk. There is some potential for risk involved in all aspects of EMS. Generalized areas of risk are as follows:

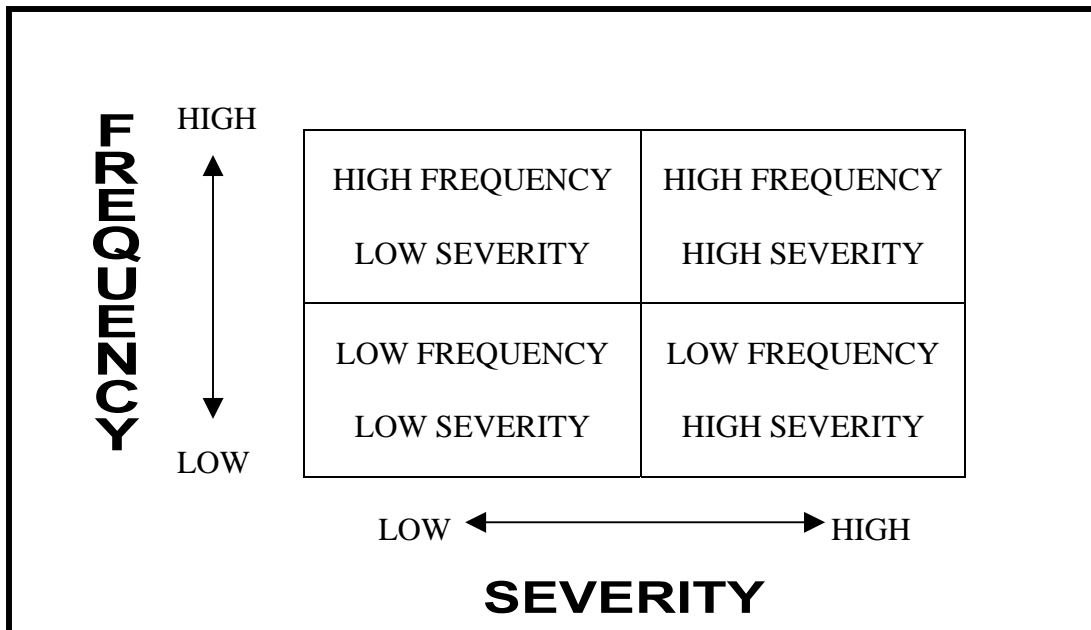
- Personnel
  - On the job illness/injury/exposure/fatality
  - Workplace violence
  - Diversity awareness
  
- Vehicles
  - Operator error
  - Vehicle collisions
  - Mechanical problems
  
- Equipment
  - Damage/routine wear
  - Loss of equipment
  - Misused equipment
  
- Facilities
  - Fires
  - Natural disasters
  - Housekeeping
  - Lighting

Understand that the above listing does not present all forms of risk that are associated with EMS, merely highlights of some broad areas. Organizations should consider any and all risks and consider those that may be specific to the organization.

When identifying risk, a good place to start is one's organization/business. Use documentation that already exists, e.g., current injury reports, accident reports, and disciplinary or other action type reports. Neighboring organizations as well as a multitude of industry and trade journals are available to assist with the identification of risk.

### *Step 2: Risk Evaluation*

To properly evaluate risk we must determine the probability or likelihood that a harmful event may occur. When evaluating probability, we look at the number of times a specific incident has occurred over a given period of time. With this information we can then place this type of incident into one of four categories as illustrated in the table below. What must not be misunderstood or underestimated is the fact that simply because an event has never occurred in an organization or region does not mean that this incident will never occur. Also, it is important to remember that usually the most severe incidents are the least common.



During the risk evaluation, the following questions should be answered.

1. What is the risk?
2. Has the risk occurred locally?
3. What is known regarding the national occurrence and how does this organization compare?
4. What is the probability of different outcomes?
5. What are consequences should these outcomes occur?

*Step 3: Prioritizing Risk*

After answering the questions posed when evaluating risk, the next step is to prioritize or rank the areas that need to be addressed. As a rule, the risks with the highest frequency and highest severity will be addressed first with the outcomes less likely to occur following.

Prioritizing risk is accomplished by determining the potential outcome based upon three factors: Severity (S), Probability (P) and Exposure (E)

*Severity* – What is the expected severity of an incident that could occur?

*Probability* – What are the chances that given an exposure to a hazard an accident will result?

*Exposure* – What is the exposure to the hazard?

When determining the risk for a given hazard the following formula may be utilized:

$$\text{Total Risk} = (\text{S}) \text{everity} \times (\text{P}) \text{robability} \times (\text{E}) \text{xposure}$$

When prioritizing risk the first step is to identify the hazard. When identifying the hazard, it is important to state what the hazard is and what the result could be.

The following tables will provide a value and a recommended action for that value.

### **Risk Analysis Values**

#### **Incident Severity (S)**

- 0 No potential for damage or injury
- 1 *Slight* < 5%, no lost time
- 2 *Minimal* 5% - 24%, lost time, no hospitalization
- 3 *Significant* 25% - 50%, requires care
- 4 *Major* 50% - 74%, permanent injury
- 5 *Catastrophic* >74%, fatalities

#### **Incident Probabilities (P)**

- 0 Impossible incident
- 1 Remote or unlikely under any conditions.
- 2 Unlikely under normal conditions.
- 3 P=50 (probability 50%) under normal conditions.
- 4 P>50 (probability greater than 50%) for occurrence.
- 5 Very likely to happen

#### **Incident Exposure (E)**

- 0 No exposure.
- 1 Below average amount of exposure.
- 2 Average exposure.
- 3 Above average exposure.
- 4 Great exposure.

<b>Risk = S x P x E</b>		
<u>Values</u>	<u>Risk Level</u>	<u>Action</u>
80-100	Very High	Discontinue, Stop
60-79	High	Immediate Correction
40-59	Substantial	Correction Required
20-39	Possible	Attention Needed
1-19	Slight	Possibly Acceptable
0	None	None

*Step 4: Determine and Implement Controls*

Determining control measures is based upon the results found in risk potential and the prioritizing risk steps of the Risk Management table. Control measures must be determined prior to implementation so the cost and associated benefits may be considered. When determining controls, the following factors should be considered:

**Predicted Effect:** What effect will occur when considered in conjunction with the cost to implement the control.

**Time:** The time it would take to implement the control measure. Could the resources used to control the risk be used more efficiently and effectively during the implementation time period? Will any other efforts be compromised?

**Time to Results:** What is the time period between the implementation of a control and the actual results from the implementation? If the control measure is a long-term goal then this should be clearly expressed in the proposal for the control.

**Effort:** What is the ease or difficulty with which a control measure is implemented? Can the effort be better applied to other programs? Are there multiple solutions? Will less effort be required for one solution than another? The people that a risk affects the most should be involved in decision-making when more efficient ways to control a risk are addressed.

**Implementation Cost:** What is the actual cost of implementation? What is the cost should the implementation not occur? Cost is often the deciding factor whether a measure is implemented or rejected. The cost for implementing a control measure will always affect the priority of the implementation.

**Insurance Cost:** Does implementing the control measure reduce or increase the insurance cost? Estimating potential losses are how insurance costs are established. The costs are generally derived from reviewing losses in a generic sense from a common industry as well as reviewing customer specific losses.

**Funding:** Funding for risk management can be expressed in two categories. Risk retention and risk transfer. Risk retention is dependant upon internal funding such as budgeted operating expenses, reserve funds for losses and borrowing funds to pay for unanticipated losses. Risk transfer includes: commercial insurance purchase and indemnity clauses.

**Cost/Benefit Analysis:** Process by which risks are prioritized through some type of ranking system. A cost/benefit analysis almost always deals with the safety and health of personnel. However, if the implementation costs use real dollars then a “balance sheet” will have to be prepared that outlines the cost of the implementation and prospective savings from the implementation.

Risk control can be placed in three categories:

- Administrative
- Engineering
- Personnel protection

The following table assists in defining the risk control categories.

CONTROLS	COMPRISED OF	INTENTIONS
Administrative	Guidelines, policies and procedures to limit, reduce or eliminate losses Examples: <ul style="list-style-type: none"> <li>○ SOP's</li> <li>○ Training Requirements</li> <li>○ Safe work practices</li> <li>○ Regulations and standards</li> </ul>	Make the task safe for the worker.
Engineering	Engineered systems that remove or limit hazards. Examples: <ul style="list-style-type: none"> <li>○ Apparatus design.</li> <li>○ Mechanical ventilation</li> </ul>	Make the task safe for the worker.
Personnel Protection	Equipment, clothing and devices designed to protect the worker. Examples: <ul style="list-style-type: none"> <li>○ Helmets</li> <li>○ Gloves</li> <li>○ SCBA</li> <li>○ Tools</li> </ul>	Make the worker safe form the hazards.

Risk control is essentially composed of three methods: *risk avoidance*, *risk reduction* and *risk transfer*. This step should be completed only after all risks of an operation have been identified. Risks during emergencies cannot be completely controlled. However, the severity of the risks can be addressed and minimized.

*Risk Avoidance* is the complete elimination of a particular risk in order to prevent an undesirable event from occurring. An example of this would be avoiding an area with unstable roadways. Therefore, eliminating any potential risk. Although risk avoidance may be an accepted means to alleviate risk in some work places, the use of risk avoidance is impractical in the EMS field.

*Risk Reduction* is accomplished by testing, planning, training and enforcement of safety and risk management related issues. The reevaluation of risk management programs and a proactive approach is essential to reducing risk.

*Risk transfer* is the final means of mitigating risk potential. The concept of risk transfer is the complete removal of a risk by transferring this risk to separate party. Risk transfer can be utilized for any real hazards or for financial risk only. An example of risk transfer for a real hazard would be if an agency decided that a procedure was too dangerous to complete and an outside contractor would be hired to complete the task, thereby transferring and eliminating the potential risk. An example of risk transfer for a financial risk would be the purchase of insurance for the equipment and building of an organization thereby alleviating the financial risk. It should be understood that financial risk transfer does not eliminate or reduce the risk, but simply offers compensation should a loss occur.

#### *Step 5: Evaluate and Revise*

For a risk management program to be truly effective the need for evaluation and revision is essential. The intended efforts of a risk management program are the improvement of problem areas. Evaluation should mirror the points that were identified previously in risk identification, and there should also be some type of follow up to determine if the desired outcome was achieved.

### **LOSS CONTROL**

Loss control encompasses all management activities directed at the prevention, reduction, or elimination of the pure risks of business. Loss control can be described as the concept by which an organization deters loss from occurring. Loss control can be accomplished by means of evaluation of the workplace environment, job performance, practices and coordinated efforts to reduce lost work hours, property and inventory.

Loss control for the emergency medical services is a rather new idea. For years, loss control was a concept that was fairly exclusive to the insurance and commercial industries. With an openly litigious society and the increasing need to operate EMS services, as a business, loss control has become an invaluable tool to be utilized by all services.

An effective and proactive loss control program is essential for maintaining and improving a company's financial success, customer service, management, and employee morale and equipment serviceability.

#### *Finance*

Although, insurance carriers cover the costs of accidents and injuries there are a multitude of hidden costs that are incurred by the employer. Hidden costs are those costs that are not covered by the insurance carrier. A conservative means in determining hidden costs to the employer is to figure that the hidden cost is at least equal to the total cost of the accident or injury that is paid by the insurance carrier. Several examples of hidden costs include:

- Time lost from work by injured.
- Lost time by other workers
- Lost time by supervisor.

- Hiring costs.
- Overtime costs.
- Overhead cost while work is disrupted.
- Loss of earning power.
- Loss of efficiency.
- Loss of public confidence.
- Training costs.
- Clerical time.
- Damage to tools and equipment.

In order for a company to recover from the financial burden created by an injury/accident, it must increase revenue by an equal amount. The payment of these hidden costs will typically come from a company's operational budget. With the funds being used to cover these hidden costs, the money is no longer available for other company expenses such as payroll, new equipment, and other expenses.

### *Customer Service*

Relating customer service to loss control may be a new idea to some, but taken in the context that accidents, injuries and other losses directly impact performance and ultimately delivering care, attention to customer service is an essential part of loss control.

To explain further customer service is linked to loss control by being a tool that is utilized in attracting and maintaining customers. An ambulance service operates essentially in a glass house and is usually under constant public scrutiny. With this being the case, the general public, contractors and other services will not view a service as reliable or able to provide quality care if the service displays a poor image by not having vehicles that are appropriately maintained and/or involved in vehicle crashes. The success of a company is directly linked to the confidence the public has in one's ability to deliver quality care.

### *Leadership and Supervision*

In some circumstances, ineffective management may be a contributor to accidents. If employees view management as not taking adequate steps towards safety and loss control, then an environment is created that will eventually lead to accidents. The converse is also true should employees see active participation and proactive approaches towards safety and loss control. This proactive approach cannot help but to positively impact the employees and ultimately the company.

Proper training and education is essential for all management and supervisory personnel. In order to effectively administer safety and loss control, management and supervisory personnel must become resident experts in the organizations safety standards, loss control programs and safety programs. If an organization does not have current standards or programs developing or otherwise, implementing programs will demonstrate to employee's managements commitment towards safety and loss control.

## **SAFETY/ PREVENTION**

Safety and prevention is utilized in conjunction with a loss control program. Although there are several similarities in the programs, each has its own characteristics and purpose. Whereas loss control deals mostly with the management aspect of controlling company losses, a safety/prevention program deals with the actual performance of work.

In order for a safety program to be effective, safety concerns must be identified. The following are key issues essential for the implementation and management of a safety/ prevention program.

### *Safety Inspections*

Safety inspections can be separated into two categories, informal and formal. *Informal inspections* should occur daily by employees, supervisors and management under the principle that all employees have some responsibility for safety. These types of informal inspections are observed through an employees routine job functions. Should employees observe an unsafe condition or act, it should be reported immediately to a supervisor or other employee with safety responsibilities and administrative authority. Formal inspections are planned events and generally are conducted by the safety/risk manager. These inspections are calculated and typically completed in a checklist type of format. Formal inspections also provide the opportunity to review previously identified safety concerns and a means to determine the effectiveness of any corrections.

### *Standard Operating Procedures*

Standard operating procedures (SOP) provide descriptions of specific job functions. SOP's are a formal written guide that identifies persons, by job title, who performs various job functions and the sequence of functions and steps by which these functions are carried out. The usual format of an SOP is a standardized company tool that outlines routine and non-routine tasks. SOP's serve not only as tool for training, but also to ensure that a specific procedure is carried out in an approved manner. SOP's should be considered for use in the following situations:

- Repetitive procedure that must be followed the same way each time.
- Critically important procedure that must follow detailed, step-by- step instructions.
- Standardization of a procedure to ensure quality control.

### *Reporting Policy*

An effective reporting policy is essential and supplies the very best means of hazard information. Employees work daily with equipment and in various situations. They know and understand potential risks associated with work performance. For a reporting policy to be successful it should be simple. Employees are less likely to report an issue in a complicated format. The policy should give direct feedback to the employee and include company notifications should a policy or procedural change occur. There should also be a mechanism in place for employees to provide feedback to management regarding the policy and

program performance. The way in which feedback occurs should be anonymous and accomplished in a non-threatening manor. Management should show support for the reporting policy through its active role in the reporting policy program.

### Safety Committee

Safety committees are an important part of a safety/prevention program. When a company decides to establish a safety committee, representatives from management, supervisory and field workers should be considered. The committee's goal should be a proactive approach to safety and prevention by reviewing existing company safety policy and procedures, and developing/ revising new policies should deficiencies be discovered. The committee should routinely make the meetings productive by having a clear agenda and the authority to enact changes that are recommended. Additional benefits of a safety committee are that the committee will serve as a platform for employees to see efforts come to fruition. The company will receive cost savings through a decrease in accidents and injuries, as well as receive potential cost reductions in workers compensation insurance rates should the committee become a certified through the state.

## **LEGAL RESPONSIBILITY**

### General

An organization is held legally responsible for any acts or omissions that result in harm to individuals, property or the environment. Organizations are also expected to perform in a responsible manner. They should never expose the public or individuals to an unreasonable risk. This principle could apply to a wide variety areas including but not limited to the following:

- Physical injury
- Fatality
- Public or private property damage
- Environmental damage
- Revenue impact on an organization or individual
- Damage to a reputation
- Malpractice

Employers are legally responsible to provide a safe and healthy workplace for employees. Federal occupational safety and health laws and regulations define an employer's minimum responsibility in providing a reasonably safe and healthy workplace. As stated previously, there will always be some inherent risk involved in the performance of emergency medical duties. The nature of the work places emergency medical personnel into and forces them to deal with situations that are unplanned and maybe uncontrolled.

Even though, the risk involved in some emergency situations may not be foreseen and certainly may be beyond a responders control, the type of risks are usually predictable. The anticipated risks should be planned for, and steps taken to mitigate or minimize those risks, and all work should be conducted as safely as reasonably possible.

It should be noted that the above only applies to emergency situations. The responsibility to provide a reasonably safe and healthy workplace applies to emergency medical organizations, when employees are working at a location that is routinely under the control of the organization.

Documentation is a critical step when dealing with the legalities of risk management. Documentation of all patient contacts is essential from a medical-legal standpoint. Other essential documentation would include employee training, certification and recertification, and being familiar with regulations, applicable standards and protocols.

### Acceptance of Risk

EMS practitioners knowingly accept an increased risk of accidents, injuries and sometimes fatality. EMS practitioners as well as other emergency services providers knowingly work in an environment with elevated risk. There may be some concern regarding an EMS practitioner bringing suit against either an organization or an individual for injury or death resulting from an emergency. There is some legal precedent that protects individuals from negligence suits brought by emergency service workers. The reasoning behind these precedents is that the emergency worker was aware of the risk and knowingly accepted those risks. These precedents do not relieve the employee of reasonable protective measures regarding risk and safe performance of duties.

### Consensus Standards

Standards governing the emergency medical services are issued from multiple organizations. These organizations include the Occupational Safety and Health Administration (OSHA) and the National Fire Protection Association (NFPA). The differences between these organizations are that in many states OSHA has legal authority to fine for, and in some instances to close an organization for safety violations. Whereas, NFPA develops best practices recommendations. However, from a legal standpoint both will be accepted industry standards and will be viewed as such should any type of legal action be taken either for or against an organization or individual. Having well understood and practiced policies and standard operating guidelines that coincide with accepted industry standards is a sound practice in maintaining adherence to consensus standards. Maintaining close adherence to accepted standards will assist in ensuring that the organization will be protected from fines or other legal action for failure to exercise appropriate risk management practices.



**RISK ASSESSMENT WORKSHEET**

Workplace:

Date:

**Task Activity/Plant Item:**

**Assessment Team:**

**Risk Associated with this Task, Process or Situation**

**Risk Situation:**

**Number of Persons At Risk:**

**Current Controls:**

**Hazard Incident:**

**Risk Assessment**

Prioritizing Hazards and Risks (see attachment)					
<b>C o n s e q u e n c e</b>	<u>Probability</u>				
		Very Likely	Likely	Unlikely	Highly Unlikely
	Life Threatening	<b>High</b>	<b>High</b>	<b>High</b>	<b>Medium</b>
	Detrimental	<b>High</b>	<b>High</b>	<b>Medium</b>	<b>Medium</b>
	Harmful	<u>High</u>	<b>Medium</b>	<b>Medium</b>	<b>Low</b>
	Negligible	<b>Medium</b>	<b>Medium</b>	<b>Low</b>	<b>Low</b>

**Consequence Details:**

**Probability Details:**

**Risk Assessment:**

**Recommended Risk Control Measures**

**Assessment Team Signature(s):**

**Assessment Date:**

## Attachment to Risk Assessment Worksheet

### HAZARD CONSEQUENCE RATING TABLE

<b>Life Threatening</b>	Hazard may cause death or total loss of one or more bodily functions (eg. loss of: or use an arm, an eye, huge financial loss etc).
<b>Detrimental</b>	Hazard may cause severe injury, illness or permanent partial loss of one or more bodily functions (eg. noise induced hearing loss), or serious property damage, loss of production capability.
<b>Harmful</b>	Hazard may cause a reportable incident i.e. an incident that results in the employee being unable to undertake their normal duties for 7 days or more, or significant property damage, high financial loss.
<b>Negligible</b>	Hazard may cause minor injury, illness or property damage, first aid treatment only or no injury, low financial loss.

### PROBABILITY RATING TABLE

<b>Very Likely</b>	Exposure to hazard likely to occur frequently.
<b>Likely</b>	Exposure to hazard likely to occur but <b>not</b> frequently.
<b>Unlikely</b>	Exposure to hazard unlikely to occur.
<b>Highly Unlikely</b>	Exposure to hazard so unlikely that it can be assumed that it will not happen.

### RISK PRIORITY TABLE

<b>Risk Priority</b>	<u>Definitions Of Priority</u>	<u>Suggested Time Frame</u>
<b>High</b>	Situation critical, stop work immediately or consider cessation of work process. Must be fixed today, consider short term and/or long term actions.	<b>Now</b>
<b>Medium</b>	Is very important, must be fixed this week, consider short term and/or long term actions.	<b>This Week</b>
<b>Low</b>	Is still important but can be dealt with through scheduled maintenance or similar type programming. However, if solution is quick and easy then fix it today. Review and/or manage by routine procedures.	<b>1 - 3 Months</b>

**Note:** Having assessed the risk, now review current control measures in place (if any) to determine why these measures may have failed and where systems already in place are not effective or inappropriate.

**RISK CONTROL MEASURES**

**Workplace:**

**Location:**

**Date:**

**Hazard/Substance/Process:**

Prepared by:

Signed:

