



# ToolBox Talk—RISK ASSESSMENT—June 2025

*Our goal is to protect workers and others from harm in the workplace. To do this, you must identify hazards in the workplace, risk assess those hazards and put in place controls that eliminate or minimize the associated risk. The process of identifying a hazard is the first step to a safe workplace.*

## The Risk Assessment Process is a four-step process:

1. Select a hazard
2. Determine the likelihood of exposure to the hazard (1 = Rare, 2 = Unlikely, 3 = Possible, 4 = Likely, 5 = Almost certain).
3. Determine the likely consequence of exposure to the hazard (1 = Insignificant, 2 = Minor, 3 = Moderate, 4 = Major, 5 = Catastrophic).

Calculate the risk: Risk = Likelihood x Consequence.

Risk scores of 1-2 are considered Very Low, 3-4 Low, 5-9 Medium, 10-19 High, and 20-25 Very High.

It is best practice to risk assess a hazard before any controls have been put in place, and then again once all controls are in place to calculate the residual risk.

## Factors that affect risk assessment

Risk Assessments are subjective. Different individuals may come to different conclusions based on their own appetite for risk (an unguarded machine may be determined catastrophic risk by a safety manager and high risk by a worker who uses that machine frequently). Perform risk assessments in a group setting for best results.

Factors that may influence the risk assessment include:

1. **Personal:** regularly do the task, regularly use the machine, experience, knowledge, age, and skill level.
2. **Organizational:** initial and ongoing training of staff, safety management, behavioral factors of management and peers, staffing levels and workload, safety culture.
3. **Situational:** time pressures, stress, complacency, fatigue, and personal emotions.

## Record and review risk assessments

It is important that you record and review risk assessments. You need to show that the risk has been minimized, as far as reasonably practicable.

### Key takeaways:

- A risk assessment is a good tool for calculating risk
- Risk assessments should be done collectively

## Record and review your risk assessments

The risk assessment process is an effective way to identify appropriate safety control measures, refresh your knowledge, and a way to help everyone take responsibility in the safety process. You should review your risk assessments regularly, including after an incident, change in process, and with new employees.



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Toolbox Talks are provided as a courtesy to SWPA members.  
Please remember they are to assist you in developing a safety plan.  
Keep in mind OSHA, Department of Labor and Insurance requirements  
may change over time and it is your responsibility  
to make sure your safety plan is up to date.  
Reference: NSC, OSHA, Safety.net



# SAFETY MEETING SIGN-IN SHEET

TOPIC: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_ TRAINER: \_\_\_\_\_

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