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Inventory of Work Activities				
Reference Number: (please refer to PRS RA Repository for next running number)			Division	
Title				
Ref	Location	Process	Work Activity	Remarks
1				
2				
3				
4				

*add more rows if necessary.

** Examples: Contents will be automatically deleted when new content is typed into the rows.

Note:

1. This form is to be completed before filling in the Risk Assessment Form.
2. The contents of the Process (column) and Work Activity (column) in the Inventory of Work Activities Form are to be copied over to the Process (row) and Work Activity (column), respectively, in the Risk Assessment Form.


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RISK ASSESSMENT														
Reference Number					RA Leader:					Approved by:				
Title:					RA Team:					Signature:				
Division:		Location:									Designation:			
Last Review Date:		Next Review Date:									Date			
	Hazard Identification			Risk Evaluation				Risk Control						
Ref	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
Process 1 -														

*add/ delete rows if necessary.

** Examples: Contents will be automatically deleted when new content is typed into the rows.

Likelihood Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (5)
Catastrophic (5)	5 (M)	10 (M)	15 (H)	20 (H)	25 (H)
Major (4)	4 (M)	8 (M)	12 (M)	16 (H)	20 (H)
Moderate (3)	3 (L)	6 (M)	9 (M)	12 (M)	15 (H)
Minor (2)	2 (L)	4 (M)	6 (M)	8 (M)	10 (M)
Negligible (1)	1 (L)	2 (L)	3 (L)	4 (M)	(M)

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Level	Severity	Description
1	Negligible	Negligible injury.
2	Minor	Injury or ill-health requiring first-aid only (includes minor cuts and bruises, irritation, ill-health with temporary discomfort, fatigue, mental well-being).
3	Moderate	Injury or ill-health (including mental well-being) requiring medical treatment (includes lacerations, burns, sprains, minor fractures, psychosocial stress, dermatitis and work-related upper limb disorders).
4	Major	Serious injuries or life-threatening occupational diseases (includes amputations, major fractures, multiple injuries, occupational cancers, acute poisoning, diagnosed mental illnesses, disabilities and deafness).
5	Catastrophic	Fatality, fatal diseases or multiple major injuries.

Level	Likelihood	Description
1	Rare	Not expected to occur but still possible.
2	Remote	Not likely to occur under normal circumstances.
3	Occasional	Possible or known to occur.
4	Frequent	Common occurrence.
5	Almost certain	Continual or repeating experience.

Risk score	Acceptability of risk	Recommended actions
Low 1-3	Acceptable	No additional risk control measures may be needed. Frequent review and monitoring of hazards are required to ensure that the risk level assigned is accurate and does not increase over time.
Medium 4-12	Tolerable	A careful evaluation of the hazards should be carried out to ensure that the risk level is reduced to as low as reasonably practicable (ALARP) within a defined time period. Interim risk control measures, such as administrative controls, may be implemented while long term measures are being established. Management attention is required. Management attention is required.
High 15-25	Not acceptable	High Risk level must be reduced to at least Medium Risk before work commences. There should not be any interim risk control measures and risk control measures should not be overly dependent on personal protective equipment. If practicable, the hazard should be eliminated before work commences.

Note:

- For the Role and Responsibilities of the Approver and RA Leader please refer to sections 4.3 and 4.4 of the [Risk Management Programme](#) respectively.

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		Management review is required before work commences.
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Note:

- For the Role and Responsibilities of the Approver and RA Leader please refer to sections 4.3 and 4.4 of the [Risk Management Programme](#) respectively.