### SIT Internal

SINGAPORE INSTITUTE OF		DOCUMENT TITLE	Page # of #
TECHNOLOGY	EFFECTIVE DATE	PROGRAMME TITLE	VERSION

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

#### Note:

- This form is to be completed before filling in the Risk Assessment Form.
   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.

<sup>\*</sup>add more rows if necessary.

<sup>\*\*</sup> Examples: Contents will be automatically deleted when new content is typed into the rows.

# SIT Internal

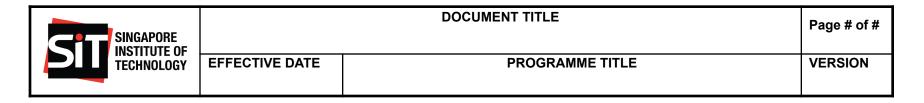
SINGAPORE INSTITUTE OF		DOCUMENT TITLE	Page # of #
TECHNOLOGY	EFFECTIVE DATE	PROGRAMME TITLE	VERSION

	RISK ASSESSMENT													
Refe	rence Number				RA Lea	der:				Appr by:	oved			
Title	):			RA Tea	m:				Signature:					
Divis	sion: Review Date:		Location: Next Review Date:						L	Design Date	gnatio	on:		
	Troviow Butor		Noxt Noviou Buto.							Duto				
		Hazard Identificati	on	Risk Eval	luation					Ri	sk Co	ntrol		
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill-health	Existing risk control	<u> s</u>	<u>S</u> <u>L</u>	RPN	Additional controls	<u>s</u>	L	RPN	Implementation Person	Due dat e	<u>Remarks</u>
					Process	1 -								

Likelihood	Rare	Remote	Occasional	Frequent	Almost Certain
Severity	(1)	(2)	(3)	(4)	(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)

<sup>\*</sup>add/ delete rows if necessary.

<sup>\*\*</sup> Examples: Contents will be automatically deleted when new content is typed into the rows.



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	Catastrophi c	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:

1. 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.

## SIT Internal

SINGAPORE INSTITUTE OF		DOCUMENT TITLE	Page # of #
TECHNOLOGY	EFFECTIVE DATE	PROGRAMME TITLE	VERSION

	Management review is required before work commences.

## Note:

1. 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.