|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inventory of Work Activities** | | | | |
| **Reference Number:**  **(please refer to PRS RA Repository for next running number)** | |  | **Division** | **{division}** |
| **Title** | **{title}** | | | |

| Ref | Location | Process | Work Activity | Remarks |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| \*\* Examples: Contents will be automatically deleted when new content is typed into the rows. | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **RISK ASSESSMENT** | | | | | | | |
| **[Reference Number](https://sitsingaporetechedu.sharepoint.com/sites/SH/Safety-Health-Management/Lists/RiskAssessmentTracker/AllItems.aspx" \o "Reference number generated from Central RA Repository)** |  | | | **RA Leader:** |  | **Approved by:** |  |
| **Title:** |  | | | **RA Team:** |  | **Signature:** |  |
|  |  | | |  |  | **Designation:** |  |
| **Division:** |  | **Location:** |  |  |  |  |  |
| **Last Review Date:** |  | **Next Review Date:** |  |  |  | **Date** |  |

|  | **Hazard Identification** | | | **Risk Evaluation** | | | | **Risk Control** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref** | **[Activity](#Activity" \o "Transfer activity listed from the Activity Form )** | **[Hazard](#Hazard" \o "Physical (e.g fire, manual handling), Mechanical (e.g. moving parts), Electrical (e.g. voltage), Chemcial (e.g. toxic), Biological (e.g. virus), Psychosocial (e.g. Fatigue) )** | **[Possible injury / ill-health](#Injury" \o "List all possible injuries/ ill-health (e.g. Musclo-Skeletal Disorder))** | **[Existing risk controls](#Exisiting" \o "Measures that are already in place, or required to be implemented to carry out the work activity. (Elimination, Subsitution, Engineering Controls/ Isolation, Administrative Control, PPE) )** | **[S](#Severity" \o "Severity Rating (1-5))** | **[L](#Likelihood" \o "Likelihood (1-5))** | **[RPN](#RPN" \o "Risk Prioritisation Number (RPN = S x L))** | **[Additional controls](#Additional" \o "Additional measures to be implemented to reduce the risk based on the risk evaluation. (Elimination, Subsitution, Engineering Control/ Isolation, Administrative Control, PPE))** | [**S**](#Severity) | [**L**](#Likelihood) | [**RPN**](#RPN) | **[Implementation Person](#Implementation" \o "Person incharged of the implementation of the additional controls)** | [**Due date**](#Date) | **[Remarks](#Remarks" \o "May highlight residual risk -  Remaining risk after implementation of risk controls, such risk should be acceptable and manageable.)** |
| Process 1 - | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| \*add/ delete rows if necessary.  \*\* Examples: Contents will be automatically deleted when new content is typed into the rows. | | | | | | | | | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Level | Severity | Description |  | Level | Likelihood | Description |
| 1 | Negligible | Negligible injury. |  | 1 | Rare | Not expected to occur but still possible. |
| 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). |  | 2 | Remote | Not likely to occur under normal circumstances. |
| 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). |  | 3 | Occasional | Possible or known to occur. |
| 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). |  | 4 | Frequent | Common occurrence. |
| 5 | Catastrophic | Fatality, fatal diseases or multiple major injuries. |  | 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.  Management review is required before work commences. |
|