Work Sheet Instructions

The Risk Assessment – Management Worksheet is designed to establish a **Job Hazard Analysis (JHA)** when one does not currently exist or is not available. The document must be completed during the planning meeting with the cooperation and agreement of the meeting staff. A Risk Management Card will be provided for all participants to serve as a reminder of the **Risk Management Process** and the critical factors to consider. The Risk Assessment – Management Supplemental Worksheet is used to record all **Deferred Control Options** for each **Job Hazard**. This document provides a record of the decision making process that occurred during the meeting. A **Deferred Control Option** is any choice of action that is deemed less suitable, inappropriate, too restrictive, cost and time ineffective, or contradictory to known policies or commonly practiced procedures. By recording these deferred components of a plan of action, a reasonable degree of credibility and accountability can be derived from the planning process.

With continuing usage and practice, this action will become a regular and expedient safety measure for any organization. Overall effectiveness can be evaluated through trending and other historical data gathered through multiple incidents.

These documents should be collected and retained in the incident file or summary package.

Risk Assessment – Management Worksheet

1. Name of the responsible person assigned to the specific area
2. Self explanatory
3. Self explanatory
4. This can be an area or functional assignment
5. Self explanatory
6. This is the general function area or Section that this **JHA** refers to, e.g., Operations, Logistics, USAR, etc.
7. Self explanatory
8. List all direct references and policies used as guidance documents during the planning process.
9. Indicate the person completing the document. Any person attending the meeting who is deemed competent to record such stipulations may complete this document. (Plans section personnel, Operations personnel, Logistics personnel, SOFR)
10. This block is to verify that all participants at the meeting have been provided a copy of the Risk Management Card and have read it, understand it, and agree to abide by the process contained.
11. When an established **JHA** does not exist or is not available, the specific hazardous assignment, job, or task shall be listed here. The item will be given an identifier, i.e., page 1a. page 3f. Additional factors include historical lessons learned, experience, judgment, equipment characteristics and warnings, and environmental considerations.
12. Using the prescribed **Risk Assessment Factors**, determine the **Initial Risk Level.**
13. Develop one or more controls for each hazard that will either eliminate the hazard or reduce the risk (probability and/or severity) Specify who, what, where, when, and how for each. The less appropriate or deferred options are to be listed on the Supplemental Worksheet.
14. After agreed risk mitigations are in place, re-evaluate the operations, job, or task using the **Risk Assessment Factors** and apply the altered or **Residual Risk Level**
15. Indicate whether these mitigation measures are to be applied on a continuous, periodical – part time, or spot check basis. Identify the person or the functional position that will be responsible to implement and supervise these mitigations. Evaluate frequently and pass along lessons learned.

16. After the Operational Period or task/job completion, place a value score as to the effectiveness of the mitigation measures. These ratings can be generated during an After Action Review or as an integral portion of the next Planning Meeting. The rating information may be gained through feedback from line assigned personnel or operational observers. Author/recorder of this appraisal will initial and date the entry. The mitigation rating will determine future actions regarding a specific hazard and allows the capture of near-miss information.
17. List any special or specific medical considerations deemed necessary for the operation, job, or task.
18. List the highest remaining **Residual Risk Level** attained in Block #14. Include any comments or information pertinent to this mitigation or proposed action. The approving level for the **Residual Risk** will determine whether the controls are sufficient to accept the **Residual Risk Level**, if the risk is too great to continue the operation or task, or if additional controls should be implemented.   If many controls are warranted, consider changing the plan of action.
19. The appropriate levels of authority shall review and approve this document prior to the close of the planning meeting.
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Risk Assessment – Management <u>Supplemental</u> Worksheet

1. Name of the person of responsibility assigned to the area.
2. Self explanatory
3. Self explanatory
4. Self explanatory
5. Indicate the person completing the document. Any person attending the meeting who is deemed competent to record such stipulations may complete this document. (Plans section personnel, Operations personnel, Logistics personnel, SOFR)
6. Self explanatory
7. List the Task and Operations with Hazards Identifier here, using the page number and the reference letter.
8. List the control options pertinent to the hazard and deemed inappropriate to properly eliminate or reduce the hazard. As an example: A crew is to be transported to a high location on an incident. Driving is the chosen method of transportation (acceptable control option). Walking in to the site would expose the crew to rough terrain, rolling rocks, high temperatures, and strenuous efforts (unacceptable control option). Flying is a high risk exposure with no apparent benefits and is much more costly (unacceptable control option)
9. Indicate the justification for not selecting the deferred control option
10. Same approving authority as Worksheet
11. Same approving authority as Worksheet