

Hazard identification and risk assessment (HIRA)

ProComply

Assess each task as it is actually done. Rate the risk, decide further controls, give each action an owner and a date.

Site

Task or activity assessed

Assessment number

Assessor (name)

Date completed

Review date

People involved in the assessment

Rating guide (one common method: score = likelihood x consequence, 1 to 25)

Likelihood:

1 Rare

2 Unlikely

3 Possible

4 Likely

5 Almost certain

Score: 1 to 4 low 5 to 9 medium 10 to 16 high 20 to 25 extreme

Consequence:

1 First aid

2 Medical treatment

3 Lost time injury

4 Permanent injury

5 Fatality

Controls in order: eliminate, substitute, engineer, administrative, PPE last

Hazard	Who could be harmed, and how	Existing controls	L	C	Score	Further controls needed	Responsible	Due	Residual score

HIRA (continued)

Add rows as needed. Review when the work, site, equipment or people change, after an incident or near miss, and on the review date.

Hazard	Who could be harmed, and how	Existing controls	L	C	Score	Further controls needed	Responsible	Due	Residual score

Sign off

Assessor signature

Date

Approved by (name and signature)

Date