

Tool 7: Risk management checklist

This checklist might help get you started when considering risk management at your workplace.

Does our organisation have:	Yes	No
A hazard identification process?	<input type="checkbox"/>	<input type="checkbox"/>
A risk assessment process for significant hazards?	<input type="checkbox"/>	<input type="checkbox"/>
A process to develop and implement the appropriate controls for each risk?	<input type="checkbox"/>	<input type="checkbox"/>
A process to regularly monitor and review risk controls?	<input type="checkbox"/>	<input type="checkbox"/>
A risk register that records how risks are managed?	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of employee consultation or participation in risk management?	<input type="checkbox"/>	<input type="checkbox"/>
A process for issuing, renewing and maintaining any safety equipment including personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>
A process for managing risks associated with new equipment or new work processes?	<input type="checkbox"/>	<input type="checkbox"/>
A system for undertaking baseline monitoring of health in identified areas, and notifying the results to employees?	<input type="checkbox"/>	<input type="checkbox"/>
A process for reporting significant risks to management?	<input type="checkbox"/>	<input type="checkbox"/>
A process for inducting visitors, which covers risks and emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Provision of appropriate personal protection equipment for visitors, if required?	<input type="checkbox"/>	<input type="checkbox"/>
Budget put aside to put controls in place, such as for personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>

Approved by: _____

Date: ____/____/____

Next review date: ____/____/____