



## Risk Assessment Guidelines

### Why is risk assessment important?

Risk assessment is crucial to identifying, preventing and reducing accidents in the workplace that could lead to injury or fatalities.

It is important to identify every hazard that may lead to accidents, work injuries, or occupational diseases, and determine the severity of the associated risks in order to take adequate preventive measures to eliminate, reduce or mitigate potential risks.



### Instructions for analyzing, assessing and controlling risks in the work environment:

#### Risk assessment methodology:

Risk assessment is a systematic approach to identification, assessment and mitigation of hazards present in the workplace.

It is based on direct observations and analysis of previous accidents and injuries coupled with any apparent risks in the workflows, to predict potential risks and then analyze these risks to be able to include the necessary solutions and recommendations to eliminate, reduce or mitigate the risk through the following seven steps:

#### 1. Formation of the Risk assessment Team:

The team must consist of a minimum of three persons who are familiar with the workflows and the nature of the risks. An inclusive team (consisting of both men and women) will produce the best outcomes.



#### 2. Describe the Workflows and Procedures:

Here the team should list description of tasks at each work station by including each step in the procedures, including handling of work equipment and materials.

Consider work patterns, organizational aspects and external factors that could affect the workplace. This can be supported by direct observations, analyzing work-place incident reports and safety data sheets on chemicals and machines.

### 3. Identify Hazards:

Identifying the source from which harm may result. It could as examples be:

#### Performing an action:

Operating a machine, climbing a ladder, etc.

#### Being exposed to a circumstance:

A falling object, high temperature, etc.

### 4. Identifying people at risk:

Identifying people that could potentially be exposed to risk plays major role in determining means of risk control. Ensure to take roles, capabilities and experience of the employees into account when assessing risk exposure.

Here, it is important to also consider the gender differences when considering risk exposure.

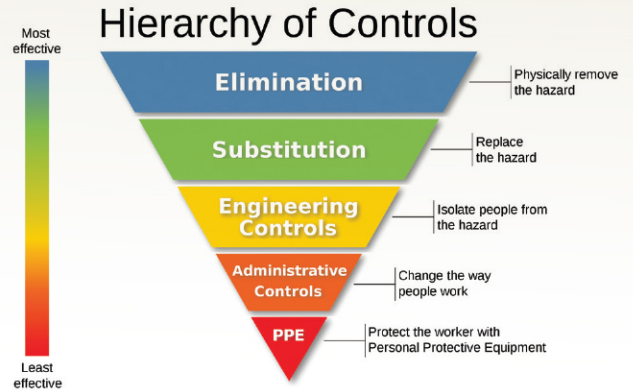
### 5. Conduct a risk evaluation:

Next, the team should evaluate each risk and categorise them as high or low in order to determine whether preventive measures are needed.



### 6. Controlling the risk and applying preventive measures:

List the preventive measures required to reduce the risk through the Hierarchy of Controls.



### 7. Review and update the Risk assessment plan:

To ensure that preventive measures achieve the primary goal of the risk assessment process and continuous updating contributes to increasing the effectiveness of the system.



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