

Hazardous Substance Risk Assessment

Substance name	
Supplier	
Chemical composition & formula	
Used for	

Risk Information

Classifications (e.g. irritant, toxic)		W.E.L.s (if applicable)	
Routes of entry (e.g. inhalation)		Acute effects (e.g. burns, death)	
Exposure situations (e.g. mixing, using)		Chronic effects (e.g. dermatitis)	
Frequency of use		Systemic effects (e.g. blood)	
Duration of use		Quantities used	
Quantities stored			
Persons who might be affected during preparation or use (consider young, old, operator, others in the area, atopic conditions)			

Existing Arrangements

Storage & Controls	
Air / Usage Monitoring	
First Aid	
Health surveillance	
Disposal (consider how, who and what method is required, contamination of the environment)	
Large - scale spillage	
Small - scale spillage	
Information, instruction and training (what training is given, who by, how often, is it recorded, are data sheets and assessments available, are signs / posters displayed?)	

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Risk assessment matrix (please circle the applicable risk level)				
Severity Probability	Death/major injury (4)	Serious injury/damage (3)	Over 3 day injury, loss, damage (2)	Minor injury/no loss/damage (1)
Very probable (4)	16	12	8	4
Probable (3)	12	9	6	3
Possible (2)	8	6	4	2
Slight (1)	4	3	2	1

Risk rating =

Are existing control measures adequate?	Yes		No		Further action to be taken as detailed below.
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Risk level actions:

- 1-2= Low risk** - reduce risk further if possibly, monitor and review periodically.
- 3-8 = Medium Risk** - take action to reduce, close monitoring and review within 2-6 months.
- 9-16 = High Risk** - take immediate action to reduce, stop if possibly, strict monitoring and review within 14 days. Inform senior management and safety representative / committee (where applicable.)

Corrective Actions (Where required)

Action Required	By whom?	By which date/timescale?	Completion Signature

Assessor's name & job title			
Signature		Assessment date	
Telephone number		Assessment review date	

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