

Workplace Safety Procedure Template

Hazard Assessment

Procedure Title

Enter procedure title

Date

Prepared By

Name and Position

Location

Enter workplace/location

1. Purpose

Describe the purpose of this procedure

2. Scope

Describe which tasks/areas this assessment covers

3. Hazard Assessment Table

Step/Task	Potential Hazard	Risk (L/M/H)	Control Measures	Person Responsible

4. Emergency Procedures

Outline emergency procedures relevant to identified hazards

5. Review and Monitoring

Describe how and when this assessment will be reviewed

Assessor Signature

Date

Supervisor/Manager Signature

Date