

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