



Safe Work Procedure

Conducting Asbestos Surveys

Abstract

This guide has been produced to assist surveyors and building owners to safely conduct asbestos surveys. This document follows best practices within the industry.

Saskatchewan Workers' Compensation Board
December 2020

WorkSafe
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1.0 PURPOSE

This safe work procedure has been developed to outline the recommended steps to safely complete building surveys for asbestos-containing materials (ACM). It should be used as a guide to help building surveyors to ensure that appropriate techniques and equipment are being used and that appropriate documentation is prepared. Implementation of this procedure is the responsibility of all people who perform this work. This safe work procedure has been established to reduce potential exposure to workers and to ensure that consistent, reliable results are obtained.

The guidance does not cover airborne sampling or surveying contaminated land. These are specialized subjects outside the scope of this document.

The words “must” and “should” in this guide have been chosen with purpose. The word “must” indicates a recommendation that is essential to meet the currently accepted standards of protection, while “should” indicates an advisory recommendation that is highly desirable and that is to be implemented where applicable.

2.0 SCOPE

Confirmed ACM should be managed within buildings to prevent or minimize exposure to an ACM. If ACM is in poor condition, is disturbed or damaged, it could release fibres into the air, which if breathed in, can cause serious lung diseases.

Please refer to the *Saskatchewan Asbestos Abatement Manual (2017)* for a summary of the types of asbestos commonly used in building materials, as well as a list of potential asbestos-containing building materials. Generally, asbestos may be found in the following areas:

- building exterior and roof
- flooring
- ceilings
- walls
- service areas (boiler rooms, mechanical rooms)
- structural
- piping systems

ACMs that break down easily are considered friable (when dry, it is or can be crumbled, pulverized or powdered by hand pressure, for example, spray-applied insulation) and pose a greater hazard. Asbestos-containing materials that are more tightly bound together and less likely to break down easily are considered non-friable (for example, vinyl floor tile).

This document does not cover bulk asbestos sampling techniques. Bulk sampling for asbestos is outlined in the Saskatchewan Workers' Compensation Board (SWCB) *Safe Work Procedure Bulk Asbestos Sampling*.

The purpose of an asbestos survey is to:

- provide accurate information on all building materials that either contain asbestos or are presumed to;
- assess the risk of exposure from identified ACM or presumed ACM;
- determine recommended actions based on the risk of exposure

Asbestos surveys are typically either destructive or semi-destructive.

Destructive surveys are usually completed prior to planned demolition of a building or site. The purpose of a destructive survey is to identify and quantify all ACM within a building or at a site to enable abatement of the ACM prior to the demolition activities. Destructive surveys involve assessing for hidden materials that may be beneath or behind other materials. In a destructive survey, it is assumed that finishes and materials may be cut or drilled into in order to access hidden materials.

Semi-destructive surveys are usually completed prior to planned renovations in a building or on a site. The semi-destructive survey may be targeted to manage the renovation scope only. The purpose of a semi-destructive survey is to locate and identify ACM within the renovation scope, so that it can either be abated prior to renovations or managed in place. The building surveyor should confirm with the client which finishes or materials may be cut or drilled into in order to access hidden materials beneath or behind. The surveyor should confirm with the client whether repairs of sampled finishes or materials are included in the scope of work.

Another type of semi-destructive survey is an asbestos management survey. It is best practice that these surveys are conducted annually to assess known ACM for damage or deterioration or identify suspect ACM not previously sampled. It is a legislative requirement in Saskatchewan that, at minimum, annual inspections of all friable ACM and all sprayed-on asbestos surfaces be conducted by a competent person. This survey ensures that an asbestos inventory is kept current and that the building owner is aware of ACM in poor condition requiring management.

2.1 LEGAL REQUIREMENTS

In Saskatchewan, *The Occupational Health and Safety Regulations, 2020* outline duties for employers, contractors or building owners when asbestos is a potential hazard in the workplace. Regarding surveying, these include:

- keeping a current inventory of all ACM in the workplace
- keeping asbestos surfaces in good condition
- identifying and labelling ACM that can release fibres
- removing ACM prior to demolition of a structure
- conducting regular surveillance and maintenance of ACM

In Saskatchewan, the owner of a public building, as defined by *The Public Health Act, 1994*, is also required to record information about ACMs on the web-based Saskatchewan Asbestos Registry of Public Buildings.

3.0 ROLES AND RESPONSIBILITIES

All workers, regardless of their job title, have a responsibility for their own health and safety and the safety of others at their worksite.

- Employers
 - Ensure, as far as reasonably practicable, the health and safety of workers.
 - Ensure compliance with legislative requirements.
 - Ensure that processes are documented and communicated to workers prior to the start of work.
 - Ensure that work is sufficiently and competently supervised.
 - Ensure that workers are provided with appropriate training, administrative procedures, equipment, and personal protective equipment (PPE) to complete their tasks safely.
 - Ensure that a risk assessment is completed for each task prior to the start of work and that controls are implemented to reduce hazards.
 - Ensure that a hazard reporting system is implemented.
 - Ensure that incidents are investigated.

- Supervisors
 - Arrange for a competent worker who possesses the knowledge, experience and training to perform the asbestos surveys.
 - Coordinate and direct the work in a manner that minimizes and controls risk to the workers.
 - Instruct workers in safe work practices and procedures.
 - Enforce health and safety regulations.
 - Coach and correct unsafe work acts.
 - Report and investigate all incidents.
 - Promote safety awareness among workers.
 - Provide and ensure that workers use the appropriate PPE.
 - Ensure that workers use the appropriate respiratory protective equipment (RPE), that they have been fit-tested and that the results are recorded.
- Workers
 - Understand the hazards associated with conducting asbestos surveys.
 - Work in a safe manner to ensure their own safety, the safety of their co-workers and the safety of the general public (where applicable).
 - Report all hazards, near misses and incidents to the supervisor.
 - Follow established safe work procedures as directed by the supervisor.
 - Workers are also responsible for using assigned PPE and RPE in an effective and safe manner, using prescribed engineering controls, as well as administrative work practices.
- Building owners
 - Ensure that tenants and employees are aware of potential ACM hazards within their workspace.
 - Maintain an asbestos management plan for all known ACM in a building or at a site that includes an asbestos inventory, labelling of ACM, an annual assessment strategy and maintenance plan.
 - If the building meets the requirement for a public building as outlined in *The Public Health Act, 1994*, provide ACM details to the Saskatchewan Asbestos Registry of Public Buildings.

In the *Saskatchewan Asbestos Abatement Manual (2017)*, ‘workers who may be exposed to asbestos dust as a result from asbestos processes must be provided training in accordance with *The Occupational Health and Safety Regulations, 2020*.’

To possess training is to have been specially trained in a training course on the appropriate subject material. It should be noted that The Occupational Health and Safety (OHS) Branch of the Saskatchewan Ministry of Labour and Workplace Safety “does not recognize, certify, or endorse any third-party training for asbestos. Additionally, the OHS Branch does not prescribe specific courses be provided by any particular firm. Training you take and pay for with any external third party will be done at your own risk. Doing research and performing reference checks for any training you require is recommended.”

4.0 ASSESSMENT OF HAZARDS

A risk assessment should be completed prior to conducting asbestos surveys, and this should set out the control measures and PPE that should be used. Workers should have adequate information, instruction, training and experience to safely proceed with the work. An example of a completed risk assessment is provided in Appendix A. An example of a blank risk assessment template is provided in Appendix B.

Common hazards to consider when conducting an asbestos survey include:

- **chemical hazards:** exposure to airborne asbestos fibres can result in lung cancer, mesothelioma and/or asbestosis
- **ergonomic hazards:** back strain from carrying equipment
- **health hazards:** working in a public space during a pandemic and/or exposure to biological hazards
- **physical hazards:** working outdoors in cold/hot temperatures, exposure to noise, low levels of light and/or unknown site conditions
- **safety hazards:** injury from falls while working at heights, slips, trips and falls, working around forklifts, working around heavy equipment, working near machinery with moving parts, working near live equipment and/or driving
- **workplace hazards:** working alone, confined spaces and/or weather conditions

5.0 RECOMMENDED HAZARD CONTROLS

When considering methods to control or mitigate a hazard, elimination of the hazard shall be considered first. If elimination is not practical, controls are evaluated according to the hierarchy of controls. Often, hazards will be mitigated by a combination of the types of controls available.

5.1 ELIMINATION

Elimination is the act of removing the hazard altogether by reviewing and potentially determining that sampling is not required.

5.2 SUBSTITUTION

Substitution is the act of replacing the hazard with something less hazardous, including:

- using a scissor lift to access ceiling spaces instead of a ladder

5.3 ENGINEERING CONTROLS

Engineering controls isolate workers from the hazard/control hazard at its source, including:

- using a cart to transport equipment
- installing emergency or portable lighting
- locking out energized equipment
- identification and locking out of confined spaces

5.4 ADMINISTRATIVE CONTROLS

Administrative controls refer to development and communication of processes to control the hazard, including:

- conducting a site inspection prior to start of work
- rescheduling work to manage exposure to extreme temperatures and/or adverse weather, or to manage site conditions (heavy equipment traffic, forklift traffic)
- scheduling rest breaks

- arranging asbestos surveys to be conducted in teams of two or more workers when working alone is a concern, or to allow for spotters in areas where site conditions include operation of heavy equipment or forklifts
- arranging for specific training, confined space entry and rescue procedures if entering a confined space is a necessity
- providing training on hazards and controls
- using safe work procedures

5.5 PPE AND RPE REQUIRED

PPE and RPE would be considered the last line of defense and protect the worker from the hazard. The following are generally recommended for conducting asbestos surveys; however, PPE and RPE selection is dependent on the specific task and environment. In areas where noise levels exceed 85 dBA, noise reducing ear plugs or muffs would be required.

A risk assessment should be completed prior to the start of any task to determine the specific PPE required. Generally, the following PPE is required when conducting asbestos surveys:

- safety glasses
- steel-toed boots
- hard hat
- cut-resistant gloves (worn under nitrile gloves)
- disposable coveralls
- nitrile gloves (multiple gloves required)
- half-face dual cartridge respirator equipped with P100 filters

With regards to respirators, *The Saskatchewan Asbestos Abatement Manual (2017)*, recommends workers wear a NIOSH-approved half mask air purifying respirator equipped with a P100 (oil proof), R100 (resistant to oil) or N100 (not resistant to oil) particulate filter as the minimum respiratory protection.

Respirators must be fit tested in accordance with Section 7-3 of the *Occupational Health and Safety Regulations, 2020, Respiratory protective devices*. As per Regulation 7-3, the employer shall ensure the worker has been trained by a competent person in the proper testing, maintenance, use and cleaning of the respiratory protective device and its limitations. The employer shall ensure that fit-testing records, results of assessments and training records for each worker are kept as long as the worker is employed by the employer.

All PPE and RPE must be inspected regularly and maintained following manufacturer's recommendations.

6.0 WORK INSTRUCTION

6.1 EQUIPMENT REQUIRED

The following equipment is required to conduct a survey:

- site plan/floor plan
- logbook, organizer, or computer
- step ladder
- camera
- flashlight
- access keys/codes
- screwdrivers

6.2 SURVEY PLANNING

For an effective survey, it should be well planned. The scope of work should detail the type of survey to be conducted. This should be understood by the surveyor before work is commenced.

6.3 BUILDING INFORMATION

6.3.1 HISTORY OF THE BUILDING

The surveyor should have good knowledge of the age of the building, any significant renovations or extensions that may have happened and where the original parts of the building still stand. Access to floor plans and renovation plans is integral to planning the asbestos survey. The current asbestos registry for the building should be consulted, if available.

6.3.2 BUILDING USES

It is important to note whether the building is occupied or not and what type of activities are conducted in the building (e.g., retail, office, domestic, education, industrial, etc.).

If possible, a floor plan should be on hand to update with locations of bulk asbestos samples. The surveyor should confirm if any parts of the building or site are to be excluded from the survey (e.g., roof, exterior, interior washrooms, etc.).

6.3.3 BUILDING HAZARDS

The surveyor should be aware of any hazards within the building. As a surveyor is often assessing the whole building, they should have access to all areas. This could include crawlspaces, basements, mechanical rooms and so on. Without the familiarity a regular building occupant may have, the surveyor should be informed prior to the survey of other hazards that may exist (e.g., mould, confined spaces, damaged materials, etc.).

6.4 PRELIMINARY SITE WALKTHROUGH AND INSPECTION

A preliminary walkthrough of the areas to be surveyed is valuable for determining the scale of the work, identifying any discrepancies with the information provided and assessing for hazards. The preliminary walkthrough should confirm that the surveyor has access to all areas that are to be surveyed and will help the surveyor to become familiar with the layout of the building.

Before any work begins, it is important to undertake a risk assessment of the work. This will establish that the correct controls are in place to ensure that work is carried out safely.

6.5 PREPARE A SURVEY PLAN

6.5.1 CONFIRMED SCOPE

This is a written document of the confirmed scope of the work, including which areas are to be included and which areas are to be excluded. This document also identifies whether the survey will be destructive or semi-destructive in scope.

6.5.2 SURVEY PROCEDURE

This should include agreed upon numbers of samples and sampling methods and a timeframe for starting and completing the survey. It is important to agree upon a unique sample identification system so that samples are labelled logically.

Information will need to be collected about the ACMs. This includes the condition of ACM, accessibility, product type, quantity of ACM, etc. The type of information to be collected should be agreed upon within the scope of work.

7.0 SURVEYING

7.1 CONDUCTING A SURVEY

Surveys should be carried out systematically, with great care and attention to detail so as not to miss any potential ACMs. See below for an example of how a systematic survey should be undertaken.

Example of a systematic survey

- External areas:
 - Work from the ground to the roof.
- Internal areas:
 - Work from the lowest floor (basement/crawlspace) to the roof.
 - Inspect each area individually, working clockwise from door of entry.
 - Inspect from the ground up: floor, walls, ceilings, fixtures and fittings, equipment and services.
 - Ensure all layers of each component sampled are inspected.
- In general, everything should be checked and inspected. This includes:
 - ‘no access’ areas from previous surveys (if this information is available);
 - areas above suspended ceilings;
 - wall cavities
 - doors and windows
 - floors (all layers)
 - equipment
 - ducts
 - cladding

Take photographs of all areas surveyed and of all materials sampled. Note sample locations on a floor plan. A final walkthrough should be conducted to check notes against the scope of work and the floor plans to ensure that nothing has been overlooked.

If possible, collect samples of all suspect materials. If limitations are encountered and collecting a sample is not possible, note the limitation in your field notes and identify the material that is presumed to contain asbestos. It is important that any material presumed to be an ACM is noted and included within the asbestos inventory, if it is not sampled (e.g., due to it being inaccessible, near an electricity hazard or if sampling will alter a material’s structural integrity). It is best practice, during a demolition or renovation survey, for a competent person to note non-ACM building materials (e.g., fibreglass insulation, steel q-deck or silicone caulking).

Information required for exposure assessment

The *Saskatchewan Asbestos Abatement Manual (2017)* describes eight major factors which assist in evaluating the condition of an asbestos installation:

- condition of material (good, fair, poor)
- water damage
- exposed surface area (of friable material)
- accessibility (high, moderate, low)
- activity and movement
- air distribution system
- friability
- asbestos content (percentage per type)

7.2 CONCLUDING THE SURVEY

Review the exposure assessment data for each type of ACM present in the building or on site. Using this information, a competent person must choose an appropriate level of control to manage the ACM. Controls should be recommended in accordance with the *Saskatchewan Asbestos Abatement Manual (2017)*.

In Saskatchewan, these control levels are:

- **Control 1** – Immediate removal of material required.
- **Control 2** – Immediately prevent the asbestos fibres from entering the air distribution system through changes to the system, removal, clean-up and/or repair and, if not ultimately removed, implement an Asbestos Management Program (Control 6).
- **Control 3** – Immediately restrict access to the area and prevent air movement. Remove or clean up and/or repair. If not ultimately removed, implement an asbestos management program (Control 6).
- **Control 4** – Immediately restrict access to the area. Remove or clean up and/or repair. If not ultimately removed, implement an asbestos management plan (Control 6).
- **Control 5** – Schedule removal or clean-up and/or repair in a reasonable time frame and if not ultimately removed, implement an asbestos management plan (Control 6).
- **Control 6** – Implement an asbestos management plan. The plan should be in writing and include:
 - inventory of asbestos-containing materials in the building
 - inspection frequency and procedures
 - training requirements for maintenance staff and others who may come into contact with the materials or work in proximity to the materials
 - procedures to follow in the event of damage or other emergency situations
 - procedures to follow should the condition of the materials change, and/or work routines be altered
 - notification procedures for occupants and others in the building
 - labelling of asbestos-containing materials and a plan for ultimate removal of ACM

7.3 SAMPLING PROTOCOL

Information on sampling protocol is out of the scope of this document. Please refer to the Saskatchewan Workers' Compensation Board (WCB) [Safe Work Procedure Bulk Asbestos Sampling](#) for further information.

8.0 SURVEY REPORT

This is a formal record of all of the information collected on the presence and condition of ACMs at the time of the survey. As a minimum, the report should include:

- an executive summary
- scope of work
- general site/building information
- survey results (including bulk asbestos sample results, type and percentage of asbestos, and location of ACMs)
- conclusions and discussion
- recommendations and controls
- photographs of confirmed ACM
- laboratory reports

It is best practice to include photographs in the report. These can help show the condition of the ACM, the location and surrounding environment, which can be valuable to another person attempting to locate it in preparation for an inspection or in preparation for abatement of the ACM. The survey report may also be used to support completion of municipal building permits requiring documentation of types of ACM located on site and the locations of ACM on site.

8.1 ASBESTOS INVENTORY

Regulation 334 (1) of *The Occupational Health and Safety Regulations, 2020* states that an employer, contractor or owner shall identify and keep a written record of ACM, or any material likely to contain ACM, that the employer, contractor or owner knows or may reasonably be expected to know are present in a place of employment and with which workers may come into contact. It is recommended that an asbestos inventory be developed and maintained to support compliance with this regulation.

The asbestos inventory is a simpler document than the survey report. The information within the survey results section in the survey report should form the asbestos inventory, and it is good practice to design this section so that it can be extracted from the survey report to form the asbestos inventory.

The asbestos inventory should be a current, living document of the presumed and identified ACM within the building. It should be regularly updated when asbestos is removed, new areas are sampled or if the material condition of any ACM changes. It is best practice to review this document annually, through undertaking a reinspection survey. If friable ACM is identified in the asbestos inventory, it is a legislative requirement in Saskatchewan that, at minimum, inspections of all friable ACM and all sprayed-on asbestos surfaces be conducted annually.

The asbestos inventory should be made readily available to building occupants on request and should be accessible to anyone who plans or initiates maintenance work on the building (e.g., contractors).

8.2 LABELLING REQUIREMENTS

In accordance with *The Occupational Health and Safety Regulations, 2020*, Regulation 335, where workers have access to identified ACM, an employer, owner or contractor shall ensure that:

- The ACM are clearly and conspicuously labelled as asbestos;
- The presence and location of the ACM are clearly indicated on a placard that is posted in a conspicuous location as close as possible to the ACM; or
- The presence and location of the ACM are clearly indicated on a map or plan that is readily available to the workers.

The label, map, placard or plan should contain a warning of the danger to health from taking asbestos fibres into the body.

8.3 SASKATCHEWAN ASBESTOS REGISTRY OF PUBLIC BUILDINGS

It is mandatory that information about the presence of ACM in buildings owned by and used in connection with schools, regional health authorities and affiliates, the provincial government and crown corporations is provided and posted to the Saskatchewan Asbestos Registry of Public Buildings. The requirements for public buildings are included in the current version of *The Public Health Act, 1994*.

The following information is required when posting to the registry:

- type of ACM
- location
- characteristics
- accessibility

As ACM details change within these buildings, the registry must also be updated. Similarly, if buildings are sold and no longer meet the requirements for public buildings as listed in *The Public Health Act, 1994*, the registry must also be updated.

Information is posted by the building owner through a specific user account which can be applied for through the registry. The building owner should review the posted information regularly to ensure that the details are up to date.

Building owners of other buildings not included in the requirement for public buildings may voluntarily provide ACM data to the registry.

9.0 QUERIES

If anyone has any queries regarding this safe work procedure, please contact the WCB employer resource centre at ERC@wcbsask.com or 1.833.961.0042

10.0 REFERENCES

Guidelines for Managing Asbestos in Buildings, WorkSafe Saskatchewan

Saskatchewan Asbestos Abatement Manual (2017)

Saskatchewan Occupational Health and Safety Regulations, 2020

Public Health Act, 1994

Asbestos: The Survey Guide, Health and Safety Executive UK

APPENDIX A – EXAMPLE OF A COMPLETED RISK ASSESSMENT

Job:	ABC Contracting
Location:	123 Main Street, Saskatoon, Saskatchewan
Description:	Collect bulk samples of asbestos-containing materials
Assessment completed by:	J. Doe
Assessment date:	January 31, 2021

Refer to the attached risk matrix for more information.

C=Consequence; L=Likelihood; RR=Risk rating

	Hazard	C	L	RR	Controls	C	L	RR
1.	Driving (Pedestrians, traffic, road conditions)	4	3	12	<ul style="list-style-type: none"> Conduct a pre-use vehicle inspection. Assess the road conditions prior to travel and reschedule if necessary. Only licensed drivers may operate vehicles. Follow all rules of the road and drive to the road conditions. Be alert for changing conditions and hazards on the roadway. Assess your fitness for duty. Do not drive if fatigued. Do not operate a cellphone or portable device while driving. 	4	1	4
2.	Walking to and from site (Slips, trips and falls)	3	3	9	<ul style="list-style-type: none"> Use care and attention when walking. Choose a route free of obstacles and slippery or soft ground. Keep your workspace clean and free from obstacles. Review previous building assessments and be aware of previously identified hazards. 	3	1	3
3.	Carrying equipment (Ergonomics)	2	3	6	<ul style="list-style-type: none"> Where possible, keep the load close to your body with weight distributed evenly across the body. Make multiple trips if required or use a cart/dolly. 	2	1	2
4.	Using hand tools (Injury, flying objects, use of incorrect tool)	2	3	6	<ul style="list-style-type: none"> Wear safety glasses when using a powered drill and/or using non-powered equipment with the potential to cause flying debris/dust. Wear leather gloves or cut resistant gloves when using tools with the potential to cause injury. Inspect materials for slivers, jagged or sharp edges before handling objects. Utilize snips to remove strapping to allow for ease of sampling and to not create additional sharp hazards. Always chip materials away from yourself and keep body parts out of the path of the hazard. Do not use damaged tools. 	2	1	2

	Hazard	C	L	RR	Controls	C	L	RR
5.	Using a ladder (Injury from falls)	4	3	12	<ul style="list-style-type: none"> Choose the right ladder for the job. Inspect before use and do not use if ladder is worn or cracked. Follow manufacturer's instructions (do not stand on top two rungs). Do not erect ladders in front of doors unless using a spotter to manage foot traffic. Use three points of contact. Do not carry tools up and down a ladder, use pockets or a tool belt. Do not work off a ladder unless you can maintain three points of contact, or are tied off. Recognize any overhead hazards prior to setting up the ladder. 	4	1	4
6.	Exposure to airborne asbestos fibres	4	4	16	<ul style="list-style-type: none"> Wear half mask with P100 HEPA filters (minimum) and nitrile gloves over cut resistant gloves while sampling ACMs. When other workers are in close proximity (less than 15 feet), place asbestos warning banner tape at all entrances to the bulk sampling area. No workers should be in the immediate area. Ensure other workers are well away from your work area during sampling. Once sample has been removed, seal the sample location. Use drop sheets when accessing/sampling ACMs. Place all samples in sealable sample bags and keep bag sealed at all times. Spray ACMs with water prior to sampling to minimize release of fibres and continue to spray multiple layers as sampling progresses. Workers must have taken training on asbestos sampling and respirator use. Wash hands and tools thoroughly upon completion of sampling activities and prior to eating/drinking/smoking. 	4	2	8

Health and safety severity

Negligible	1	Near miss or no treatment injury minimal damage or environmental impact.
Mild	2	First aid injury, minor damage or minor environmental impact.
Moderate	3	Medical aid, lost time injury, moderate damage or environmental impact.
Severe	4	High potential near miss, disabling injury, fatality, major damage or extensive environmental impact.

Likelihood description

Remote	1	Practically impossible, not likely to occur.
Unlikely	2	Has happened in industry, but not often (i.e., once every 5 years).
Likely	3	Has been known to occur in the past.
Frequent	4	Event has occurred several times in the past, possibility of repeated incidents.

Risk analysis matrix

Likelihood		Consequence			
		Negligible	Mild	Moderate	Severe
		1	2	3	4
Remote	1	1	2	3	4
Unlikely	2	2	4	6	8
Likely	3	3	6	9	12
Frequent	4	4	8	12	16

1-2 (L) Low risk	Consider additional controls to further reduce risk.
3 (M) Moderate risk	Controls must be implemented to reduce risk.
4-16 (H) High risk	Risk unacceptable, do not proceed without controls, minimum engineering controls.

APPENDIX B – EXAMPLE OF A BLANK RISK ASSESSMENT TEMPLATE

Job:	
Location:	
Description:	
Assessment completed by:	
Assessment date:	

Refer to the attached risk matrix for more information.
C=Consequence; L=Likelihood; RR=Risk rating

Hazard	C	L	RR	Controls	C	L	RR

Health and safety severity

Negligible	1	Near miss or no treatment injury minimal damage or environmental impact.
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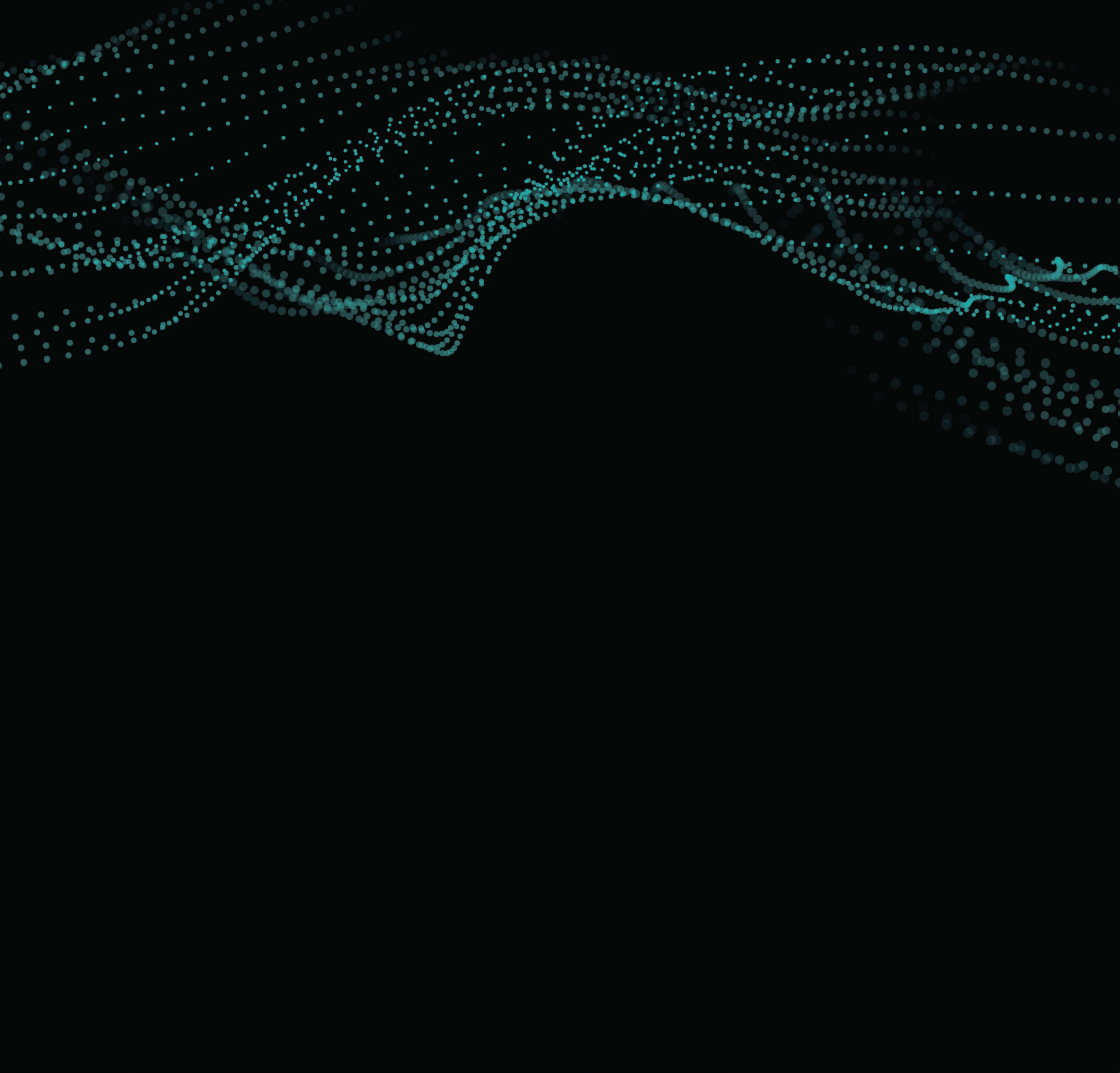
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Risk analysis matrix

Likelihood		Consequence			
		Negligible	Mild	Moderate	Severe
		1	2	3	4
Remote	1	1	2	3	4
Unlikely	2	2	4	6	8
Likely	3	3	6	9	12
Frequent	4	4	8	12	16

1-2 (L) Low risk	Consider additional controls to further reduce risk.
3 (M) Moderate risk	Controls must be implemented to reduce risk.
4-16 (H) High risk	Risk unacceptable, do not proceed without controls, minimum engineering controls.



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