

Hazard Assessment Form Sample

Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

Job / Position: Custodian					Date Completed:	May 14, 2025		
Completed By: <i>(Name and signature)</i> -Robyn Bird-Safety Officer -Sarah Grey-Department Manager -Bob Smith-Department Supervisor -Amanda Black-OHS Committee member -Chris Brown-Worker					Date Reviewed:	Review by May 14, 2026		
Tasks (List all tasks/activities of the job/position)	Hazards (List all existing and potential health and safety hazards)	Severity S	Likelihood L	Risk R	Controls (List the controls for each hazard: Elimination, Engineering, Administrative, Personal Protective Equipment)	Person assigned responsible for control	Date control implemented	
Wet mopping	Awkward postures 1) Inadequate height drain to dump wastewater (back, shoulders, wrists)	2	2	4	Existing controls: Currently training consists of new employees job-shadowing a worker Additional Controls to be implemented: Purchase adjustable mop handles Purchase suitable design of mop bucket Develop SWPPs – mop handle and mop head selection, mop bucket selection, mopping techniques, hand position on mop handle, body mechanics, emptying of mop buckets	Bob Smith-Supervisor	Target Date: ____	
	2) Inadequate design of mop bucket for worker - bucket too low, grip area for lifting too low (back, shoulders)	1	3	3			Bob Smith-Supervisor	Target Date: ____
	3) Inadequate height of mop for worker – too long/short (shoulders, back)	2	2	4			Robyn Bird (Safety Officer) & Sarah Grey (Dept Manager)	Target Date: ____
	4) Improper body mechanics: reaching, twisting (shoulders, back, wrists)	2	3	6				

	Force – Lifting/handling, gripping:				Develop training for all new employees	Robyn Bird (Safety Officer) & Sarah Grey (Dept Manager)	Target Date: ____
	1) Heavy mop buckets (back, shoulder)	2	2	4			
	-overfilled				Annual reviews of SWPPs	Bob Smith-Supervisor	Target Date: ____
	-inadequate height of drain to dump				Training compliance checks	Robyn Bird-Safety Officer	Target Date: ____
	-improper body mechanics						
	2) Heavy wet mops (back, shoulder, arms, wrists, hands)	2	3	6	Compliance checks: Workers following SWPPs (supervisor work observations, workplace inspections)	Bob Smith-Supervisor	Target Date: ____
	-Inadequate size mop head (larger sizes increase weight and friction)						
	-Inadequate height mop for worker (handles too long = extra weight and awkward postures)				Regularly communicate existing and potential MSI risk factors to workers (posters, email, toolbox talks, staff meetings, orientation, training)	Bob Smith-Supervisor	Target Date: Start implementing immediately
	-Improper body mechanics: reaching, twisting						
	-Prolonged gripping						
	Repetitive motions (back, shoulder, arms, wrists)	2	3	6			

Severity: How serious could the consequences be? 3 – It could kill you or cause a permanent disability, today or over time. 2 – It could send you to the hospital. 1 – It could make you uncomfortable.	Likelihood: How likely is it going to happen? 3 – It is highly likely. 2 – It might happen. 1 – It is unlikely.	Risk: Calculate the risk of hazards to prioritize preventive actions. Severity x Likelihood = Risk
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