RISK IDENTIFICATION AND ANALYSIS TOOL

RDN MEMBERS

You can identify risks by doing an analysis of the tasks that are performed. To achieve this, four components of the work must be analyzed:

1. The individual: training, experience, supervision
2. Tasks: procedures, type of work, frequency
3. The environment: location, temperature, humidity, contaminants
4. Equipment: tools, machines, vehicles

**Chemical risks**

Presence of hazardous products in the form of solids, liquids, aerosols, gases, vapours, dusts, fumes, mists.

Where:

[ ]  At home when teleworking.

[ ]  At the office.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Who is concerned | Is a danger probable (on a scale of 1 to 5, 1 being very improbable and 5 being very probable | Is this risk a priority(Yes / No) | Should we write a policy(Yes / No) |
| Possible exposure by : |  |
| [ ]  inhalation | N/A | 1 | No | No |
| [ ]  dermal absorption | N/A | 1 | No | No |
| [ ]  ingestion | N/A | 1 | No | No |
| [ ]  Other (description below) | N/A | 1 | No | No |

Possible exposure by:

[ ]  other :

**Biological risks**

Presence of microorganisms in the form of dust, haze, decomposition, growth in a humid environment, deposited on surfaces, biological degradation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Who is concerned | Is a danger probable (on a scale of 1 to 5, 1 being very improbable and 5 being very probable | Is this risk a priority(Yes / No) | Should we write a policy(Yes / No) |
| Contact with: |  |
| [ ]  infectious agents (viruses, parasites, fungi, bacteria, etc.) | N/A | 1 | No | No |
| [ ]  vectors (plants, insects, animals, birds, humans, soils, dust, etc.) | N/A | 1 | No | No |
| [ ]  allergenic agents (pollen, insect venom, mites, hair, saliva, etc.) | All employees | 2 | No | Yes |
| [ ]  toxins (endotoxins, mycotoxins, etc.) | N/A | 1 | No | No |
| [ ]  plant dusts or animal dust | All employees | 2 | No | Yes |
| [ ]  Other (description below) |  |  |  |  |

[ ]  other :

**PHYSICAL RISKS**

**Electrical**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Who is concerned | Is a danger probable (on a scale of 1 to 5, 1 being very improbable and 5 being very probable | Is this risk a priority(Yes / No) | Should we write a policy(Yes / No) |
| Exposure to electricity: |  |
| [ ]  By contact with parts under tension | N/A | 1 | No | No |
| [ ]  By a conductor or another element under voltage | N/A | 1 | No | No |
| [ ]  Getting close to high voltage parts | N/A | 1 | No | No |
| [ ]  Contact with loaded parts (electrostatic phenomenon) | N/A | 1 | No | No |
| [ ]  Electricity leakage | N/A | 1 | No | No |
| [ ]  By a power source | N/A | 1 | No | No |
| [ ]  By contact with stored energy | N/A | 1 | No | No |
| [ ]  By an overhead power line | N/A | 1 | No | No |
| [ ]  Other (description below) |  |  |  |  |

[ ]  other :

**PHYSICAL RISKS**

**Thermal**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Who is concerned | Is a danger probable (on a scale of 1 to 5, 1 being very improbable and 5 being very probable | Is this risk a priority(Yes / No) | Should we write a policy(Yes / No) |
| Exposure to: |  |
| [ ]  Cold or warm temperatures | All employees | 2 | No | No |
| [ ]  Extremely cold or hot objects or materials (ovens) | No | 1 | No | No |
| [ ]  Explosions, fire, extreme heat sources | No | 1 | No | No |
| [ ]  Airstreams | No | 1 | No | No |
| [ ]  Other (description below) |  |  |  |  |

[ ]  other :

**PHYSICAL RISKS**

**Noise**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Who is concerned | Is a danger probable (on a scale of 1 to 5, 1 being very improbable and 5 being very probable | Is this risk a priority(Yes / No) | Should we write a policy(Yes / No) |
| Exposure to continuous, intermittent, impulsive or impact noise by: |  |
| [ ]  hand, pneumatic, hydraulic or electric tools | No | 1 | No | No |
| [ ]  pneumatic, hydraulic or electrical equipment | No | 1 | No | No |
| [ ]  machines | No | 1 | No | No |
| [ ]  animals | No | 1 | No | No |
| [ ]  Other (description below) |  |  |  |  |

[ ]  other :

**PHYSICAL RISKS**

**Vibration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Who is concerned | Is a danger probable (on a scale of 1 to 5, 1 being very improbable and 5 being very probable | Is this risk a priority(Yes / No) | Should we write a policy(Yes / No) |
| Exposure to vibration transmitted by: |  |
| [ ]  hand, pneumatic, hydraulic or electric tools | No | 1 | No | No |
| [ ]  pneumatic, hydraulic or electrical equipment | No | 1 | No | No |
| [ ]  machines | No | 1 | No | No |
| [ ]  vehicles | No | 1 | No | No |
| [ ]  Other (description below) |  |  |  |  |

[ ]  other :

**ERGONOMIC RISKS**

**Presence of**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Who is concerned | Is a danger probable (on a scale of 1 to 5, 1 being very improbable and 5 being very probable | Is this risk a priority(Yes / No) | Should we write a policy(Yes / No) |
| Presence of: |  |
| [ ]  awkward or static postures | All employees | 3 | Yes | Yes |
| [ ]  working standing up | N/A | 1 | No | No |
| [ ]  frequent handling of materials or objects | N/A | 1 | No | No |
| [ ]  excessive efforts | N/A | 1 | No | No |
| [ ]  repetitive movements | All employees | 3 | Yes | Yes |
| [ ]  incorrect layout of controls | All employees | 3 | Yes | Yes |
| [ ]  non varied tasks | All employees | 3 | Yes | Yes |
| [ ]  remaining still for long periods | All employees | 3 | Yes | Yes |
| [ ]  sitting for long periods without getting up | All employees | 4 | Yes | Yes |
| [ ]  machine-controlled cadence | N/A | 1 | No | No |
| [ ]  bad positioning of the desk / chair / computer / keyboard | All employees | 3 | Yes | Yes |
| [ ]  Other (description below) |  |  |  |  |

[ ]  other :

**psychosocial risks (nature of work, work organization and social factors)**

**Nature of work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Who is concerned | Is a danger probable (on a scale of 1 to 5, 1 being very improbable and 5 being very probable | Is this risk a priority(Yes / No) | Should we write a policy(Yes / No) |
| Exposure to: |  |
| [ ]  An unhealthy work environment | All employees | 2 | No | No |
| [ ]  Low decision-making autonomy | All employees | 2 | No | No |
| [ ]  A lack of support from colleagues and management | All employees | 2 | No | No |
| [ ]  Other (description below) |  |  |  |  |

[ ]  other :

**psychosocial risks (nature of work, work organization and social factors)**

**Organization of work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Who is concerned | Is a danger probable (on a scale of 1 to 5, 1 being very improbable and 5 being very probable | Is this risk a priority(Yes / No) | Should we write a policy(Yes / No) |
| The following factors are present: |  |
| [ ]  Work overloading or underloading | All employees | 2 | No | No |
| [ ]  High pace of work | All employees | 3 | No | No |
| [ ]  High psychological demand | N/A | 1 | No | No |
| [ ]  Insufficient training | All employees | 2 | No | No |
| [ ]  Frequent interruptions | All employees | 2 | No | No |
| [ ]  Irregular working hours | N/A | 1 | No | No |
| [ ]  Excessive duration or pace | All employees | 2 | No | No |
| [ ]  Frequent last-minute tasks | All employees | 2 | No | No |
| [ ]  Adaptation to frequent software changes and addition | All employees | 2 | No | No |
| [ ]  Other (description below) |  |  |  |  |

[ ]  other :

**psychosocial risks (nature of work, work organization and social factors)**

**Social factors**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Who is concerned | Is a danger probable (on a scale of 1 to 5, 1 being very improbable and 5 being very probable | Is this risk a priority(Yes / No) | Should we write a policy(Yes / No) |
| The following factors are present: |  |
| [ ]  Ambiguity or conflict in roles and responsibilities | All employees | 2 | No | No |
| [ ]  Conflictual relationships (colleagues, management, customers, partners, suppliers or other actors) | All employees | 2 | No | No |
| [ ]  Discrimination, incivility, psychological harassment, sexual harassment | N/A | 1 | No | No |
| [ ]  Intimidation and violence | N/A | 1 | No | No |
| [ ]  Authoritarian supervision or laissez-faire | All employees | 2 | No | No |
| [ ]  Perception of inequity or injustice | All employees | 2 | No | No |
| [ ]  Promotion of competition | N/A | 1 | No | No |
| [ ]  Lack of communication | All employees | 2 | No | No |
| [ ]  Organizational changes | All employees | 2 | No | No |
| [ ]  Other (description below) |  |  |  |  |

[ ]  other :

**safety hazards (EQUIPEMENT, tools, DRIVING, falls, clOsED space, viOlence)**

**Equipment, Falls (workers and objects)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Who is concerned | Is a danger probable (on a scale of 1 to 5, 1 being very improbable and 5 being very probable | Is this risk a priority(Yes / No) | Should we write a policy(Yes / No) |
| The following factors are present: |  |
| [ ]  Installing indoor and outdoor meeting equipment (tables, tents, chairs, etc.) | N/A | 1 | No | No |
| [ ]  Working at height | N/A | 1 | No | No |
| [ ]  Work under a load | N/A | 1 | No | No |
| [ ]  Working close to vacuum (e.g. scaffolding, hole, ladder) | N/A | 1 | No | No |
| [ ]  Slippery, uneven or cluttered floor, walkway or ground | All employees | 2 | No | No |
| [ ]  Exposure to falling objects | N/A | 1 | No | No |
| [ ]  Entrainment by objects or materials (e.g., water, bulk material in a silo, soil movement in a trench) | N/A | 1 | No | No |
| [ ]  Staircase design | All employees | 2 | No | No |
| [ ]  Uneven floor | All employees | 2 | No | No |
| [ ]  Other (description below) |  |  |  |  |

[ ]  other :

**safety hazards (EQUIPEMENT, tools, vehicles in mOvement, falls, clOsED space, viOlence)**

**Driving**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Who is concerned | Is a danger probable (on a scale of 1 to 5, 1 being very improbable and 5 being very probable | Is this risk a priority(Yes / No) | Should we write a policy(Yes / No) |
| The following factors are present: |  |
| [ ]  Driving a vehicle for short distances | All employees who drive | 3 | Yes | Yes |
| [ ]  Driving a vehicle on long distances for many hours | All employees who drive | 3 | Yes | Yes |
| [ ]  Driving a vehicle during bad weather | All employees who drive | 3 | Yes | Yes |
| [ ]  Driving a vehicle on dangerous roads | All employees who drive | 3 | Yes | Yes |
| [ ]  Other (description below) |  |  |  |  |

[ ]  other :

**safety hazards (EQUIPEMENT, tools, vehicles in mOvement, falls, clOsED space, viOlence)**

**Violence**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk | Who is concerned | Is a danger probable (on a scale of 1 to 5, 1 being very improbable and 5 being very probable | Is this risk a priority(Yes / No) | Should we write a policy(Yes / No) |
| Violent behaviours: |  |
| [ ]  by children |  |  |  |  |
| [ ]  by parents |  |  |  |  |
| [ ]  by outpatients |  |  |  |  |
| [ ]  by patients |  |  |  |  |
| [ ]  by a particular clientele |  |  |  |  |
| [ ]  by colleagues |  |  |  |  |
| [ ]  by suppliers |  |  |  |  |
| [ ]  by external actors |  |  |  |  |
| [ ]  by animals |  |  |  |  |
| [ ]  Other (description below) |  |  |  |  |

[ ]  other :