MOUNT ROYAL UNIVERSITY 1910

RISK SERVICES

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INFORMATION ONLY

RISK ASSESSMENT WORKSHEET

Faculty/Department: Sample

Category of Dept: ☐ Academic ☐ University Advancement ☐ Student Affairs ☑ Administration ☐ Student Union ☐ Daycare ☐ Foundation ☐ Other_____

Risks Identification: (append additional sheets if insufficient space)

Risk Item (describe the specific risk and how it impacts your group as well as other groups)	Frequency	Outcome/ Severity	Risk Analysis & Evaluation		
	1. Rare/Unlikely 2. Moderate 3. Almost Certain	1. Minor 2. Moderate 3. Major	Existing Risk Treatment	What Further Treatment Required to Reduce the Risk to a More Acceptable Level	What Treatment is NOT Required & Why it Should be Removed
Employee Injury	1. Rare/Unlikely 2. Moderate 3. Almost Certain	1. Minor 2. Moderate 3. Major	OH&S Training on safe lifting and ergonomics in office work	Annual workshop for Office Staff on Ergonomics	
	1. Rare/Unlikely 2. Moderate 3. Almost Certain	1. Minor 2. Moderate 3. Major			
	1. Rare/Unlikely 2. Moderate 3. Almost Certain	1. Minor 2. Moderate 3. Major			
	1. Rare/Unlikely 2. Moderate 3. Almost Certain	1. Minor 2. Moderate 3. Major			
	1. Rare/Unlikely 2. Moderate 3. Almost Certain	1. Minor 2. Moderate 3. Major			
	1. Rare/Unlikely 2. Moderate 3. Almost Certain	1. Minor 2. Moderate 3. Major			
	1. Rare/Unlikely 2. Moderate 3. Almost Certain	1. Minor 2. Moderate 3. Major			
	1. Rare/Unlikely 2. Moderate 3. Almost Certain	1. Minor 2. Moderate 3. Major			
	1. Rare/Unlikely 2. Moderate 3. Almost Certain	1. Minor 2. Moderate 3. Major			

Risk Treatment and Implementation: (based on Risk Analysis and Evaluation on page 1)			
Treatment to be Implemented, Improved or Removed	**Implementation Plan (add additional pages as needed)**	**Party Responsible to Make Changes**	**Date for Implementation**