



# Basic Risk Assessment Template

**Conducted on**  
22/5/18, 9:19 am

**Prepared by**  
Greg Jones


**Location**  
16 E. Amherst Circle  
Beaumont, TX 77705

## Actions

### #1. Order control systems from supplier to protect circuits


Assignee: john@acme.com  
Priority: Medium  
Due Date: 31/5/18, 9:20 am  
Audit: 22 May 2018 / Greg Jones  
Linked to item: Enter description of support measures  
Status: To Do

## Audit

Question	Response	Details
<b>General</b>		
Enter description of procedure, task or worksite being assessed	Forklift operations	
<b>Hazards, Risks and Controls</b>		
Click Add Hazard (+) after you have observed and identified a hazard		
1		
Identify the task	Driving forklift	
What are the risks associated with each activity?	Driving forklift around areas with other bystanders	
Photo of hazard (optional)		
		
Appendix 1		
Risk rating	High	
Select control measures	Elimination	
Enter description of support measures	<ul style="list-style-type: none"> <li>- Isolate forklift operation from pedestrians</li> <li>- Specify and ensure operator follow speed limit</li> </ul>	
2		
Identify the task	Repair maintenance of forklift	
What are the risks associated with each activity?	Electric shock due to overload of electric circuits or damaged electric leads	
Photo of hazard (optional)		



Appendix 2

Risk rating	Medium		
Select control measures	Engineering Controls		
Enter description of support measures	Fit control systems to eliminate possibility of electric circuit overload		
Actions: #1			
3			
Identify the task	Lifting loads		
What are the risks associated with each activity?	- People being crushed by falling load		
Photo of hazard (optional)			
Risk rating	High		
Select control measures	Administrative Controls		
Enter description of support measures	- Ensure operator receives proper training on load handling		
<b>Completion</b>			
Recommendations	Administer recommended controls identified in this report Prioritize rollout of introductory training program for forklift drivers		
Signature	Greg Jones	22/5/18 9:29 am	

# Media



Appendix 1



Appendix 2