Risk Control Worksheet

Hazardous / Dangerous Goods

Management Representative:

Health and Safety Representative: Date:

General Information

Plant/area/location:

Substance(s) or job/process/task:

Job/process/task(s):

Person(s) to be responsible:

Safety measure	Action	Term
Elimination		
Substitution		
Isolation		
Engineering		
Administration	ÿ Reduce the amount of property or the number of employees exposed ÿ Reduce the duration and/or frequency of exposure e.g. through job rotation ÿ Reduce the amount of goods/products stored and used ÿ Ensure safe interim storage of wastes/products ÿ Vacuum or wet sweep to suppress dust being generated ÿ Cover containers and make sure lids are attached ÿ Clean up spills immediately (includes provision of suitable aids and equipment) ÿ Ensure there is no eating, drinking or smoking in areas where substances are used ÿ Provide suitable washing facilities ÿ Provide First Aid facilities ÿ Instruct employees on how to use substances/ equipment safely ÿ Other	
Personal protective Equipment	ÿ Overalls, aprons, gowns, chemical resistant suits ÿ Footwear (enclosed shoes, safety boots) ÿ Gloves ÿ Chemical resistant glasses (safely glasses) ÿ Face shields/masks, respirators (full/partial) ÿ Head protection ÿ Other	

Definition of Safety Measures (in order of hierarchy)

Elimination.	Eliminate the use of the substance by using a physical process instead of a chemical process
Substitution.	Use a safer substance or a safer form of the substance.
Isolation.	Separate people or property from the substance by distance or barriers.
Engineering.	Use physical controls (such as plant/equipment) that eliminate or reduce the generation of substances; suppress or contain substances; or limit the area of contamination in the event of spills and leaks.
Administration.	Use safe work practices including good housekeeping.
Personal Protective Equipment (PPE)	Provide protective clothing and equipment for employees, supervisors and visitors. NB: items must be compatible with chemicals being used/stored.

NOTES

- This Form can be used to record safety measures to reduce risks with individual substances; or for safety i-neasures to reduce risks associated with an entire job, process or task, or a number of tasks.
- Refer to the risk assessment worksheet/record to assess which substances/jobs/processes/tasks require measures to be implemented.
- Indicate whether safety measures to be put in place are immediate (IM), short term/interim (INT) or long-term (LT) controls.