

**Sample Risk Assessment Form – Business Services (Office-based)**

ACTIVITY-BASED RISK ASSESSMENT FORM									
<b>Company:</b>	ABC Consultancy Pte Ltd			<b>Conducted by: (Names, designations) (Date)</b>	Mr. Keng (Senior Financial Consultant), Ms. Ho (Senior Human Resource), Mr. Lee (Building Facility Engineer) 03 Jan 2010				
<b>Process/ Location:</b>	Provide financial consultancy to members of the public / Time Square Building								
<b>Approved by: (Name, designation) (Date)</b>	Ms. Lillian Woo (President) 05 Jan 2010			<b>Last Review Date:</b>	NA	<b>Next Review Date:</b>	30 April 2010		

1. Hazard Identification				2. Risk Evaluation				3. Risk Control	
1a.	1b.	1c.	1d.	2a.	2b.	2c.	2d.	3a.	3b.
No.	Work Activity	Hazard	Possible Accident / Ill Health & Persons-at-Risk	Existing Risk Control (if any)	Severity	Likelihood	Risk Level	Additional Risk Control	Action Officer, Designation (Follow-up date)
1a	Making cold-calls to reach out to potential clients.	Prolonged use of telephone without headset (with most times cradling).	Neck strain, shoulder strain and aching – self.	<ul style="list-style-type: none"> <li>Each station equipped with headset.</li> </ul>	Minor	Occasional	Low	NA	NA
1b		Improper sitting posture or not using low back support while sitting.	Lower back pain	<ul style="list-style-type: none"> <li>Ergonomically-designed chairs provided for all employees.</li> <li>Take short breaks after every hour of work.</li> </ul>	Moderate	Occasional	Medium	Automatic display of message on computer screen to remind employees to take break	Ms. Tan (IT Consultant) 30 April 2010
2a	Use of computers.	Prolonged staring into computer screen.	Eye strain	<ul style="list-style-type: none"> <li>Provide adequate (not too bright) lighting.</li> <li>Screen positioned in position to avoid glare.</li> </ul>	Minor	Occasional	Low		
2b		Prolonged typing.	Wrist injury (carpal tunnel syndrome)	<ul style="list-style-type: none"> <li>Use of wrist cushion.</li> <li>Take frequent break.</li> </ul>	Moderate	Occasional	Medium	Engage external expert to give talk on office	Ms. Ho (Senior HR) to obtain quotations and selection of appropriate party

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				<ul style="list-style-type: none"> <li>Use of ergonomically-design mouse.</li> <li>Positioning of hands and wrists away from sharp edge of table.</li> </ul>				ergonomics	30 April 2010
3a	Stacking / retrieving of boxes from overhead cabinets	Loose items falling off during stacking	Struck by falling object	<ul style="list-style-type: none"> <li>Exercise extra caution during stacking</li> <li>Employees reminded to stack one box at a time</li> <li>Use of step ladder to avoid tip-toeing when stacking / retrieving items from overhead cabinet</li> </ul>	Minor	Occasional	Low	NA	NA
4a	Working in air-conditioned building	Stuffy environment	Discomfort	NA	Moderate	Occasional	Medium	To look into the AHU system and the temperature setting.	Mr. Lee (Building Facility) 30 March 2010

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4b		Noise (annoyance) from office equipments	Irritation	NA	Minor	Frequent	Medium	Re-arrangement of office layout – office equipments separated from work areas Replace the old photocoppy machine with quieter ones	Ms. Ho (Senior HR) 15 April 2010

