STANDARD OPERATING PROCEDURE

Hazard Identification and Risk Assessment SOP

Document no.	SOP-SAF-005
Revision	1.0
Owner	Safety Officer
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To identify hazards in a task or area, evaluate the risk they pose, and apply the right level of control before work begins, reducing the chance of injury or loss.

2. Scope

Applies to new tasks, new equipment, changed processes and periodic review of existing work activities across all departments.

Definitions

Hazard	Anything with the potential to cause harm, such as a chemical, a moving part, a working height or a repetitive motion.
Risk	The likelihood that a hazard will cause harm, combined with how severe that harm could be.
Hierarchy of controls	The preferred order of risk controls: eliminate, substitute, engineering controls, administrative controls, then personal protective equipment.

3. Responsibilities

Employee	Shares knowledge of the task's hazards, follows the controls put in place and reports new hazards found.
Supervisor	Requests assessments for new or changed tasks and confirms controls are implemented before work starts.
Safety Officer	Facilitates the risk assessment, documents findings and reviews assessments periodically.
Department Manager	Approves resources for controls and signs off on the completed assessment.

RACI matrix

Activity	Employee	Supervisor	Safety Officer	Department Manager
Identify hazards for the task or area	R	C	R/A	I
Evaluate likelihood and severity	C	C	R/A	I
Select and assign controls	I	R	A	C

Activity	Employee	Supervisor	Safety Officer	Department Manager
Approve and file the assessment	I	C	R	R/A
Review the assessment periodically	I	C	R/A	I

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Risk assessment form or template
- Risk matrix (likelihood and severity scale)
- Task hazard analysis for the specific job
- Incident and near-miss history for the area
- Risk assessment register

5. Procedure

Step	Task	Owner	Done
5.1	**Define the task or area to assess** Identify the specific task, process, equipment or area to be assessed, including who performs it and how often.	Safety Officer	☐
5.2	**Walk the work area** Observe the task being performed, or walk the area, looking for hazards related to equipment, materials, environment and how the work is actually done.	Safety Officer	☐
5.3	**Consult the employees who do the work** Ask the employees who perform the task about hazards they encounter, including ones that may not be obvious from observation alone.	Employee	☐
5.4	**List identified hazards** Record every hazard identified on the risk assessment form, describing the hazard and how someone could be harmed by it.	Safety Officer	☐
5.5	**Evaluate likelihood and severity** Rate each hazard's likelihood and potential severity using the risk matrix, and calculate the resulting risk level for prioritization. **Checkpoint:** Every listed hazard has a documented likelihood and severity rating before controls are selected.	Safety Officer	☐
5.6	**Apply the hierarchy of controls** For each hazard, identify controls starting with elimination or substitution, then engineering controls, then administrative controls, and personal protective equipment last.	Safety Officer	☐
5.7	**Assign an owner and target date** Assign each control an owner responsible for implementing it and a realistic target date based on the risk level.	Supervisor	☐
5.8	**Document the completed assessment** Record the hazards, ratings, controls, owners and target dates on the risk assessment form in full before work proceeds.	Safety Officer	☐

Step	Task	Owner	Done
5.9	**Communicate the assessment to employees** Brief the employees who perform the task on the identified hazards and required controls before they start work under the new or updated assessment.	Supervisor	☐
5.10	**Implement controls before work begins** Confirm controls rated as high risk are implemented before work starts, and do not allow work to proceed on unresolved high-risk hazards. **Warning:** Do not allow work to start if a high-risk hazard's control has not yet been implemented.	Supervisor	☐
5.11	**Monitor control effectiveness** Check periodically that controls are being used as intended and are actually reducing the risk, adjusting them if they are not working.	Safety Officer	☐
5.12	**Review and approve the assessment** Review the assessment on the SOP's review cycle, after an incident, or after a significant change to the task or area, and have the department manager sign off.	Department Manager	☐

6. Quality checks

- Every hazard listed has a documented likelihood and severity rating.
- High-risk hazards have an implemented control before work begins.
- Assessments are reviewed after any incident or significant process change.
- Employees performing the task confirm they were briefed on the current assessment.

7. Records

- Completed risk assessment forms
- Risk assessment register
- Control implementation tracking log

8. KPIs

- Percentage of active tasks with a current risk assessment on file
- Number of high-risk hazards with overdue controls
- Time from hazard identification to control implementation

9. Common mistakes

- Relying on PPE as the main control instead of trying to eliminate or engineer out the hazard first.
- Writing vague hazard descriptions that do not describe how someone could be harmed.
- Not consulting the employees who actually perform the task.
- Letting a risk assessment go stale after equipment or the process changes.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

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