

Risk Assessment and Management

Walk Around

Identifying potential problems requires close inspection of the work area. In order to do this, you need to look at the environment carefully. Inspect each area of the facility for hidden risks and hazards that can cause problems. This requires walking around the entire facility and making note of everything. It is essential to consider every possible use of an area, all materials used, and each tool.

Things to Consider When Walking:

- How tools are used
- Different methods used to complete tasks
- Purpose of each tool
- Materials used

Emergency Action Plan

Every office building requires an emergency action plan. Emergency action plans are implemented in case of an emergency such as a fire or major machine malfunction. Emergency action plans need to be written and accessible to employees. In small groups (under 10), the action plan may be communicated to employees verbally.

What to Include in an Emergency Action Plan:

- Procedures to report emergency
- Evacuation procedures
- Critical employee procedures
- Accounting for employees after evacuation
- Rescue and medical procedures
- Title of the employee who informs others of their duties in the plan

External Events

No matter how prepared you are, problems are not always easy to predict. This is especially true of external events. You have more control over internal events, but external events are more unpredictable. With external events, you need to be prepared for every possible problem. These events are, basically, anything around the office that is not internal.

Types of External Events:

- **Suppliers:** Suppliers bring external events with their own risks
- **Customers:** Customers bring external events with their own risks
- **Visitors:** Visitors bring external events with their own risks
- **Traffic:** Traffic affects schedules and the ability to make deadlines
- **Parking:** Drivers and car maintenance affect parking
- **Environment:** Weather and other environmental factors are external events