

Risk Management Worksheet

Electronic Form - insert information in table cells, insert rows for Tasks as needed.

University Division, Department/Program:			Page of	Date:
Activity/Event:	Begin Date	Begin Time	End Date	End Time
Location:				
Off campus equipment, facilities and/or service providers:				
Specific Activities:				

Tasks	Identified Hazards	Risk Level	Develop Controls
--------------	---------------------------	-------------------	-------------------------

Risk Management Worksheet Instructions

Off campus equipment, facilities and/or service providers: Identify off campus equipment, facilities and or service providers to be involved in the activity/event.

Specific Activities: Describe the activities, persons, equipment, vehicles, facilities, materials, animals, etc. involved in the Activity/Event

Tasks: individual tasks of activities included in Activity/Event

Identified Hazards: specific injuries or damage that could occur and cause

Risk Level: Estimated Severity and Frequency - See [Risk Assessment Matrix](#)

Develop Controls: Develop one or more controls (safety) for each hazard that will eliminate or reduce the risk level

Residual Risk: Risk Level remaining following implementation of controls - See [Risk Assessment Matrix](#)

Implement Controls: Why, when, how controls will be communicated and implemented

Supervision (How/Who): Who is responsible for implementing and supervising controls

Overall Activity/Event Residual Risk: Identify the overall risk of the activity

Release Agreements: Will any release agreements be used for participants

Contracts/Agreements: Are any contracts involved, if yes, attach copy

Insurance: What insurance in place, to be obtained, or required? [Accident Medical, Liability, Property, Auto, Workers' Comp.]