

# Risk Management Worksheet

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

<b>University Division, Department/Program:</b>					<b>Page of</b>	<b>Date:</b>
<b>Activity/Event:</b>			<b>Begin Date</b>	<b>Begin Time</b>	<b>End Date</b>	<b>End Time</b>
<b>Location:</b>						
<b>Off campus equipment, facilities and/or service providers:</b>						
<b>Specific Activities:</b>						
<b>Tasks</b>	<b>Identified Hazards</b>	<b>Risk Level</b>	<b>Develop Controls</b>	<b>Residual Risk</b>	<b>Implement Controls</b>	<b>Supervision (How/Who)</b>
<b>Overall Activity/Event Residual Risk:</b> LOW (L)      MODERATE (M)      HIGH (H)      EXTREME (E)						
[circle risk of overall activity/event remaining after controls are implemented]						
<b>Release Agreements:</b>						
<b>Contracts/Agreements:</b>						
<b>Insurance</b>	University	Special Event	Equipment, facility and/or service - providers		Off Campus Location - Owner	
<b>Prepared by</b>					Date:	
<b>Reviewed by</b>					Date:	
<b>Activity/Event Authorization</b>					Date:	

# 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.]