

Sample Risk Assessment Form – Retail Sector

ACTIVITY-BASED RISK ASSESSMENT FORM					
Company:	AGT Company	Conducted by: (Names, designations)	Ms. Lim (Store Manager), Ms. Koh (Store Supervisor), Ms. Pang (Store Attendant)		
Process/ Location:	Selling dietary supplements				
Approved by: (Name, designation) (Date)	Ms. Cecilia Quek (Managing Director) 05 Jan 2010	(Date)	03 Jan 2010		
		Last Review Date:	NA	Next Review Date:	21 January 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	Existing Risk Control (if any)	Severity	Likelihood	Risk Level	Additional Risk Control	Action Officer, Designation (Follow-up date)
1a	Arranging products on display shelves	Falling objects	Foot injury	<ul style="list-style-type: none"> • Wear covered shoes only • Exercise extra caution and ensure products are displayed at least 5 cm away from edge 	Moderate	Occasional	Medium	Proper and permanent marking on shelves to serve as reminder	Ms. Koh (Store Supervisor) 17 January 2010
1b		Fall from height	Sprain	<ul style="list-style-type: none"> • Use step ladder when arranging products on shelves above shoulder height 	Moderate	Remote	Low	Continuous effort to remind employees on adopting right posture while working	Ms. Lim (Store Manager) and Ms. Koh (Store Supervisor) On-Going
1c		Manual handling (heavy lifting as products come in bulk, and weigh up to 50 kg)	Lower back pain	<ul style="list-style-type: none"> • Cart available to assist in moving products around • Boxes with weight indication 	Moderate	Occasional	Medium	To train shop attendants in proper lifting technique	Ms. Lim (Store Manager) 21 January 2010
2	Attending to shop	Prolonged standing	Swollen feet	<ul style="list-style-type: none"> • Wear comfortable shoes • Shop attendants briefed – to take breaks every hour of work 	Minor	Occasional	Low	NA	NA

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No.	Work Activity	Hazard	Possible Accident / Ill Health	Existing Risk Control (if any)	Severity	Likelihood	Risk Level	Additional Risk Control	Action Officer, Designation (Follow-up date)
		Dealing with workplace robbery	Physical injury	<ul style="list-style-type: none"> Chair provided Post signs stating that the cash register only contains minimal cash Periodic patrolling by security officer 	Major	Remote	Medium	Install panic buttons so that employees can notify authorities quickly and easily	Ms. Lim (Store Manager) to discuss with authorities and security company 30 March 2010
3	Cleaning shelves, furniture etc	Direct contact with harsh cleaning agents	Skin irritation / problem	<ul style="list-style-type: none"> Rubber gloves worn whenever one is handling chemicals Selection and use of chemicals that claim to be less harsh on skin – information from the labels 	Moderate	Remote	Low	NA	NA
		Inhaling chemicals	Giddy, headache	<ul style="list-style-type: none"> Use of chemicals kept at minimal Avoid using spray bottle to apply chemicals to eliminate aerosolisation Chemicals kept closed and stored in designated cabinets after use 	Minor	Remote	Low	NA	NA
		Slippery work surface	Slip and fall	<ul style="list-style-type: none"> Floors are mopped after business hour Ensure shoes worn to work have good traction 	Minor	Occasional	Low	Purchase the "Caution" sign – to be placed on floors when it is needed to be mopped during business hours	Ms. Koh (Store Supervisor) 30 March 2010
		Overstretching /	Muscle aching	<ul style="list-style-type: none"> Use of bucket 	Minor	Occasional	Low	Continuous	Ms. Lim (Store

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		bending while carrying out housekeeping		equipped with mop wringer <ul style="list-style-type: none"> • Use of step ladder when cleaning high shelving • Adopt squatting posture when cleaning low shelving • 2-person task – to share the workload 				effort to remind employees on adopting right posture while working	Manager) and Ms. Koh (Store Supervisor) On-Going