**Guidance Document: Assessing Risk**

The Hazard Identification and Risk Assessment (HIRA) tools have been developed to support the analysis and evaluation of the risks specific to common job positions and tasks within the hospitality and tourism industry. The purpose is to provide awareness and guidance for hazard identification, evaluating control measures and assessing the probability that a harmful event could occur.

Probability and severity scales are used to assess the risk level and is determined by analyzing the probability (e.g. likelihood of injury) and severity (e.g. consequence of injury) that could be reasonably foreseeable to occur. HIRA tools assess risks for hazards identified both **before** control measures have been implemented (e.g. inherent risk) and then again **after** (e.g. residual risk) to demonstrate a risk-based approach and the anticipated effectiveness of control measures.

# **Probability Scale (Likelihood of Injury)**

|  |  |  |
| --- | --- | --- |
| **Rating** | **Word** | **Description** |
|  | Unlikely | Unlikely, hazard is controlled or seldom present. |
|  | Possible | Is possible but not expected during normal operations. |
|  | Likely | May occur under normal conditions or if control measures fail. |
|  | Frequent | Expected to occur regularly or repeatedly during work activities. |

# **Severity Scale (Consequence of Injury)**

|  |  |  |
| --- | --- | --- |
| **Rating** | **Word** | **Description** |
|  | Minor | No injury or first aid only, no healthcare or time-loss expected. |
|  | Moderate | Healthcare treatment (no time-loss expected) with possible modified duties. |
|  | Serious | Time-loss injury with potential long-term impact. |
|  | Critical | Life-threatening, permanent disability or fatality. |

# **Risk Level Calculation and Risk Rating Matrix**

The risk level matrix refers to the combined rating which is based on the probability and the severity of the harmful event. This provides a risk rating evaluation to help determine if the risk is acceptable or if further control measures are needed. Risk Rating = Probability x Severity (Score Range: 1–16).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Minor**  Severity 1 | **Moderate**  Severity 2 | **Serious**  Severity 3 | **Critical**  Severity 4 |
| **Unlikely** Probability 1 |  |  |  |  |
| **Possible**  Probability 2 |  |  |  |  |
| **Likely**  Probability 3 |  |  |  | 12 |
| **Frequent**  Probability 4 |  |  | 12 | 16 |

**Residual risk rating** refers to the risk that remains **after** control measures have been implemented. Depending on the level of residual risk rating, the following actions and additional considerations should be taken to mitigate risk to an acceptable level.

|  |  |  |
| --- | --- | --- |
| **Rating** | **Word** | **Description** |
|  | Low (1-3) | Low: Acceptable risk level, no additional controls may be needed. Regular review and monitoring of hazards and controls is required. |
|  | Medium (4-8) | Medium: Proceed with caution, review with supervisor to confirm control measures. Regular review and supervision is required. |
|  | High (9-16) | High: If residual risk is still high, work should not proceed and further control measures are needed to reduce residual risk rating. |