

RISK MANAGEMENT WORKSHEET

PAGE _____ OF _____

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|---|---------------|---------------------|----------------------|--|----------------------------------|
| 1. MISSION/TASK | | 2. DATE/TIME BEGIN: | | 3. DATE PREPARED: | |
| 5. HAZARDS | 6. RISK LEVEL | 7. CONTROL(S) | 10. HOW TO IMPLEMENT | 11. HOW TO SUPERVISE | 12. ARE CONTROLS EFFECTIVE (Y/N) |
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| 8. OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED (Circle One) | | | | 4. PREPARED BY: (Rank, Name, Duty Title) | |
| LOW MODERATE HIGH EXTREMELY HIGH | | | | 9. RISK DECISION AUTHORITY | |

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WORKSHEET INSTRUCTIONS

Block

1-4 Self-explanatory

5. Identify Hazard: Objective is to ID those things most likely to have a negative impact on the mission.

6. Assess Risk: Determine risk of each hazard using the Risk Assessment Matrix. In Block 6, enter the risk level of each hazard, i.e. Low (L), Moderate (M), High (H), or Extremely High (E).

7. Develop Controls: Develop one or more controls for each hazard to reduce its risk. Specify who, what, where, when, and how for each control.

8. Determine Mission/Task Risk: From Block 6, identify hazard with highest residual risk. This is the overall risk for the task/mission. Circle the appropriate risk level in Block 8.

9. Make Risk Decision: Decide to accept or not accept the residual risk for this mission/task. Unit commander will determine authority and level for risk acceptance. Decisions for high and extremely high risk levels should be elevated up the chain of command.

10. Implement Controls: Decide how each control will be put into effect/communicated to the personnel and who will make it happen (written instructions, operating instructions, checklists, dry-runs). Enter in Block 10.

11. Supervise: Show how each control will be monitored to ensure proper implementation (i.e., continuous supervision, spot checks, etc.). Enter in Block 11.

12. Evaluate: After mission/task is complete, determine effectiveness of each control in reducing the risk of the targeted hazard.

Indicate in Block 12 Y (yes) if the control was effective or N (no) if the control was ineffective. For those controls that were not effective determine why and what to do the next time this hazard is identified. For example change the control or change how the control will be implemented/supervised.

| | | Mishap Probability | | | | |
|----------|-------------------|--------------------|-------------|-----------------|-------------|---------------|
| | | Frequent A | Likely B | Occasional C | Seldom D | Unlikely E |
| Severity | Catastrophic I | Extremely High | | High | | |
| | Critical II | | High | | | |
| | Moderate III | | Medium | | Low | |
| | Negligible IV | | Low | | | |

Frequent: Occurs often, happens many times during a single activity

Likely: Occurs regularly, generally happens once per activity

Occasional: Occurs infrequently, doesn't occur at every event, but occurs often enough to be considered

Seldom: Occurs sporadically, only happens once or twice in an entire CAP career

Unlikely: Occurs rarely, often never occurs during an entire CAP career

Catastrophic: Complete mission failure, death, or loss of system

Critical: Major mission degradation, severe injury, occupational illness, or major system damage

Moderate: Minor mission degradation, injury, minor occupational illness, or minor system damage

Negligible: Less than minor mission degradation, injury, occupational illness, or minor system damage