

1. General information

Contractor's name:..... Contract number:.....

Subcontractors:

.....
Description of the work⁽¹⁾:.....

.....Duration of the work (from/until):.....

No.	Description of the partial works ⁽²⁾	Location ⁽³⁾
1.		
2.		
3.		
4.		
5.		

Date of the risk assessment:.....

Validity of the risk assessment⁽⁴⁾:

Data and signature of the persons making the risk assessment⁽⁵⁾:

.....
.....
person in charge of the labour safety activities	responsible work supervisor
..... ⁽⁶⁾			

2. Identification and assessment of the risks, definition of preventive measures

Definition of the work process / partial work process ⁽⁷⁾ :					Page:...../.....	
Identification of the endangered persons ⁽⁸⁾ :						
§	Concrete description of the risk sources ⁽⁹⁾	Risk level (put an X)			Currently valid measures or new (preventive, corrective) measures ⁽¹³⁾	Responsible person, deadline
		Acceptable ⁽¹⁰⁾	Low ⁽¹¹⁾	High ⁽¹²⁾		

Directions for completion

- 1) Exact description of the work for which the risk assessment is made.
- 2) To be filled in if due to its complexity, the work described in point 1) consists of several clearly separable partial works.
- 3) The concrete location within BERT where the work is performed is to be documented.
- 4) The validity period of the risk assessment is to be defined. It is usually valid until the completion of the work. It may occur that you know already in advance that a particular work has to be performed under the same conditions as before, and then it is not necessary to fill in the risk assessment document again in exactly the same manner. It is enough to define a longer validity period on the occasion of the first assessment but this can be maximum 3 years, and then a new risk assessment has to be made and documented. **IMPORTANT!** This “concession” relates only to documentation, and the assessment before the work has to be done also in this case (the existing risk assessment has to be reviewed). If a new risk source is found during this assessment, the risk assessment has to be documented again regardless of the validity period.
- 5) The name (readable name, signature) and the job of the persons making the risk assessment have to be documented.
- 6) As the preparation of a risk assessment is a special work safety and occupational health activity, in case of a person holding a labour safety qualification, the number of the document attesting such qualification has to be also indicated.
- 7) If the work consists of several partial works, then each partial work has to be indicated.
- 8) It is to be documented how many employees, subcontractors, client’s personnel or other person(s) staying within reach of the work are endangered.
- 9) The concrete risk sources related to the work are to be documented even if they are managed already from the beginning (e.g. instead of “noise effect”: “noise effect in the los pressure gas receiving station”).
- 10) Acceptable risk level: the risk is either properly managed or does not exist or is of an acceptable level, and no further measures are necessary.
- 11) Low risk level: the risk either exists or is managed only partly, and it may cause an injury. It is necessary to take measures.
- 12) High risk level: the risk either exists or is managed only partly, and according to the labour safety law it may cause a serious work accident or death. It is necessary to take measures.
- 13) The measure taken in response to the risk source has to be documented even if the measure was taken already before.

General directions:

- The document can be filled in either by computer or manually. The blank lines have to be always crossed out to prevent any subsequent writing.
- Point 2 can be continued on a separate page. Then the numbering in the top right corner of the table has to be continued.
- The lines in the table under point 2 can be joined together as necessary, and this should be indicated by curly brackets.
- In the signatures part, the signature of the person performing the occupational health activities should be also affixed.

Remark

If the Contractor uses a risk assessment methodology which is similar in content and structure, then this sample need not be followed, and its own method can also be applied.