

## Risk Assessment and Management

It is not possible to control or manage 100% of risk, but knowing what do before, during, and after an event will mitigate the damage and harm. Identifying potential hazards and risks and making it part of the day to day business is important. Safety should be the first priority as every business must face the reality of risks and hazards.



Through our Risk Assessment and Management course your participants will be aware of hazards and risk they didn't realize were around their workplace. Identifying hazards through proper procedures will provide your participants the ability to prevent that accident before it occurs. Limiting and removing potential dangers through Risk Assessment will be an incredible investment.

### Course Outline:

#### Module One: Getting Started

- Housekeeping Items
- The Parking Lot
- Workshop Objectives
- Action Plans and Evaluations

#### Module Two: Identifying Hazards and Risks

- What is a Hazard?
- What is a Risk?
- Consult with Employees
- Likelihood Scale
- Case Study
- Module Two: Review Questions

#### Module Three: Seeking Out Problems Before they Happen (I)

- Unique to Your Business
- Walk Around
- Long Term and Short Term
- Common Issues
- Case Study
- Module Three: Review Questions

#### **Module Four: Seeking Out Problems Before they Happen (II)**

- Ask “What would happen if....?”
- External Events
- Worst Case Scenarios
- Consequence Scale
- Case Study
- Module Four: Review Questions

#### **Module Five: Everyone’s Responsibility**

- See it, Report it!
- If It Is Not Safe Don’t Do It
- Take Appropriate Precautions
- Communicating to the Organization
- Case Study
- Module Five: Review Questions

#### **Module Six: Tracking and Updating Control Measures**

- What is a Control Measure?
- Your Business Procedures
- Are They Adequate?
- Updating and Maintaining
- Case Study
- Module Six: Review Questions

#### **Module Seven: Risk Management Techniques**

- Reduce the Risk
- Transfer the Risk
- Avoid the Risk
- Accept The Risk
- Case Study
- Module Seven: Review Questions

#### **Module Eight: General Office Safety and Reporting**

- Accident Reports
- Accident Response Plan
- Emergency Action Plan
- Training and Education
- Case Study
- Module Eight: Review Questions

#### **Module Nine: Business Impact Analysis**

- Gather Information
- Identify Vulnerabilities
- Analyze Information
- Implement Recommendations
- Case Study
- Module Nine: Review Questions

#### **Module Ten: Disaster Recovery Plan**

- Make It Before You Need It
- Test, Update, and Repeat
- Hot, Warm, and Cold Sites
- Keep Documentation Simple and Clear
- Case Study
- Module Ten: Review Questions

#### **Module Eleven: Summary of Risk Assessment**

- What are the Hazards?
- Who Might be Harmed?
- Are Current Control Measures Sufficient?
- If Not, Change Control Measures
- Case Study
- Module Eleven: Review Questions

#### **Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations