U.S. Department of State
Bureau of Overseas Buildings Operations, OPS/SHEM, SA-6 Washington, DC 20522-0611

Activity Risk Assessment

1. Task/Activity Description		2. Date *(DD/MM/YYYY)*
3. Prepared By		
3a. Name (Last, First, Middle initial)	3b. Title/Position	
3c. Agency	3d. Work Email	3e. Telephone

4. Five Steps of Risk Management: (1) Identify the hazards (2) Assess the hazards (3) Develop controls (4) Implement controls (5) Supervise and evaluate

See risk assessment matrix on page 3 for risk classification guidance.

4a. Subtask in Activity	4b. Hazard	4c. Initial Risk Level	4d. Control	4e. Who Will Implement	4f. Residual Risk

5. Overall Residual Risk Level (Highest remaining residual risk level in block 4f.)

☐ Extremely High ☐ High ☐ Medium ☐ Low

6. Activity Approval/Disapproval (Residual Risk Approvers: Extremely High or High=FO (DCM,DCG, etc.); Medium=MO or MC; Low=POSHO)

☐ Approve ☐ Disapprove ☐ Discuss Further

6a. Name (Last, First, Middle Initial)	6b. Title	6c. Signature of Approval Authority
6d. Additional Guidance		

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Risk Assessment Matrix / **Severity**	**Probability of Occurrence**				
	Improbable: (Very Unlikely to Occur)	**Seldom:** (Not Likely to Occur)	**Occasional:** (Sporadic or Intermittent Occurrences)	**Probable:** (Likely to Occur Multiple Times)	**Frequent:** (Regular or Continuous Occurrence)
Negligible: No Injury or Damage	Low	Low	Low	Low	Medium
Moderate: Minor Injury or Damage	Low	Low	Medium	Medium	High
Critical: Major Injury or Damage	Low	Medium	High	High	Extremely High
Catastrophic: Death, Permanent Disability, or Interrupted Operations	Medium	High	High	Extremely High	Extremely High

7. Feedback and Lessons Learned

8. Additional Comments

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Instructions Page. For information or questions please contact the Office of Safety, Health, and Environmental Management (SHEM) at SHEM-MRSAdmin@state.gov.

1. Task/Activity Description: Briefly describe the overall Task or Activity for which the risk assessment is being conducted. This form is not intended to replace job specific JHAs rather to provide a tool for managing non-routine activity risk.

2. Date (DD/MM/YYYY): Self explanatory.

3. Prepared By: The individual conducting the risk assessment.

4a. Subtask in Activity: Briefly describe all subtasks or different parts of the activity that warrant risk management. Keep it as simple as possible, but with enough information to identify the task.

4b. Hazard: Specify hazards related to the subtask in block 4. A common mistake is to refer to a hazard as the actual harm or the health effect it caused rather than the hazard. If the task was mopping the floor, the hazard is the wet floor not the potential harm caused e.g. fall / cut knee. If no hazards exist, the task still needs to be listed.

4c. Initial Risk Level: Determine probability and severity. Using the risk assessment matrix (page 3), determine level of risk for each hazard specified. Use the probability, severity, and associated Risk Level then enter level into column.

4d. Control: Identify risk mitigation resources/controls to abate or reduce risk for all hazards in block 4b.

4e. Who Will Implement: The name of the individual or office that has primary responsibility for control implementation.

4f. Residual Risk Level: After controls are implemented, determine resulting probability, severity, and residual risk level.

5. Overall Residual Risk Level: Assign an overall residual risk level after controls are implemented. This is the highest residual risk level (from block 4f).

6. Activity Approval/Disapproval: Risk approval authority approves or disapproves the task or activity based on the overall risk assessment. Space provided for authority to provide additional guidance. Activities with "Extremely High" or "High" residual risk must obtain FO (DCM, DCG, etc.) approval. Activities with "Medium" residual risk must obtain MO or MC approval. Activities with "Low" residual risk must obtain POSHO approval. If changes in the activity cause the residual risk to rise above the level already approved, operations must cease and additional approval must be obtained from the appropriate authority. Approval must be obtained for new activities.

7. Feedback and Lessons Learned: Provide specific input on the effectiveness of risk controls and their contribution to activity success or failure. Include recommendations for new or revised controls, practicable solutions, or alternate actions.

8. Additional Comments: Preparer, approver, or reviewer provides additional comments, remarks, or information to support the risk assessment.