



**PART A**

**Change Proposed By:**

**Date:**

**Nature of Change:** (check all that apply)

- New Equipment     
  Materials Change     
  Facilities Change  
 Process Change     
  New Chemicals     
  Other (Specify):

**Reason for Purchase:**

**Description of Change:**

**Affected Worksites/Departments:**

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**PART B**

**This change will:**

- Increase Risk     
  Decrease Risk     
  Not Effect Risk

Introduced Hazards or Risks	Proposed Controls	Risk Ranking Before Control	Risk Ranking with Control
			<<use risk matrix below or own risk tool>>

<<add additional rows as needed>>

<b>Probability</b>	<b>3 Likely</b>	<b>Medium Risk 3</b>	<b>High Risk 6</b>	<b>Extreme Risk 9</b>
	<b>2 Unlikely</b>	<b>Low Risk 2</b>	<b>Medium Risk 4</b>	<b>High Risk 6</b>
	<b>1 Highly Unlikely</b>	<b>Minimal Risk 1</b>	<b>Low Risk 2</b>	<b>Medium Risk 3</b>
<b>Risk Matrix</b>		<b>1 Slightly Harmful</b>	<b>2 Harmful</b>	<b>3 Extremely Harmful</b>
		<b>Severity</b>		

<b>Probability:</b> The likelihood of an incident		<b>Severity:</b> The degree of consequence if an incident occurs
<b>1</b>	<b>Highly Unlikely -</b> Could happen, but probably never will	<b>Slightly Harmful -</b> Minor injuries or discomfort. May require first aid treatment.
<b>2</b>	<b>Unlikely -</b> May occur at some time	<b>Harmful -</b> Injuries or illness requiring medical aid.
<b>3</b>	<b>Likely -</b> Expected to occur at some time	<b>Extremely Harmful -</b> Injury or illness resulting in permanent impairment or death.

<b>Assessment</b>	
<b>Risk Rating</b>	<b>Risk</b>
<b>9</b>	<b>Extreme -</b> Urgent action required to eliminate or minimize risk
<b>6</b>	<b>High -</b> Immediate action required to eliminate or minimize risk
<b>3-4</b>	<b>Medium -</b> Short-term action required to eliminate or minimize risk
<b>2</b>	<b>Low -</b> Long-term action required to eliminate or minimize risk
<b>1</b>	<b>Minimal -</b> No action required if risk is eliminated or minimized

Approved, complete below:  Not Approved, resubmit safer alternative

**Approvals:**

<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>

<<add lines for additional approvers as per your company procedure>>