

CAPF 160 - DELIBERATE RISK ASSESSMENT WORKSHEET

1. ACTIVITY December Monthly Safety Briefing			2. DATE (DD/MM/YYYY) 01/12/2022		
3. PREPARED BY					
a. Name (Last, First, Middle Initial) Podgurski, Gary D		b. Rank SMSgt		c. Duty Title/Position ARWG Safety NCO	
d. Unit Arkansas Wing Headquarters		e. Email gpodgurski@cap.gov		f. Telephone (479) 285-1482	
g. Signature of Preparer //SIGNED//					
Five steps of Risk Management: (1) Identify the hazards (2) Assess the Risks (3) Develop Controls & Make Decisions (4) Implement controls (5) Supervise and evaluate (Step numbers do not equate to numbered items on form)					
4. SUB-ACTIVITY or SPECIFIC TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. RISK CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
Note: Each sub-activity or task will probably have multiple hazards/risks associated with it. Each one should be assessed.	Consider Hazards from each of the "5-M" categories in CAPP 163: - Member - Medium - Machine - Mission/Activity - Management	Use Risk Assessment Matrix on page 3.	Describe the actual control being used to address the specific risk.	Describe how the risk control will be implemented and monitored, and who is responsible.	Use Risk Assessment Matrix on page 3 of form
Out of Office Auto Reply	Member	L	Educate Member	How: Monthly Email Safety Briefing Who: MSgt Podgurski	L
Over Relying on 4WD	Member Machine	EH	Educate Member	How: Monthly Email Safety Briefing Who: MSgt Podgurski	M
Over Use of Christmas Lights	Member	H	Educate Member	How: Monthly Email Safety Briefing Who: MSgt Podgurski	L
ADDITIONAL SPACES FOR ITEMS 4 THROUGH 9 PROVIDED ON PAGE 2					
10. OVERALL RESIDUAL RISK LEVEL - (The highest residual risk level in Column 9, with all controls implemented):					
<input type="checkbox"/> EXTREMELY HIGH		<input type="checkbox"/> HIGH		<input checked="" type="checkbox"/> MEDIUM	
NOTE: ALL RESIDUAL RISKS ASSESSED AS "H" OR "EH" MUST BE APPROVED BY CAP/CC					
11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION:					
Unit Commanders and Unit Safety Officers will disseminate this information as far and wide as possible. Information should be posted on all Social Media as well as squadron and wing websites. After Acknowledgment from members, notation should be made in SIRS.					
12. APPROVAL OR DISAPPROVAL OF MISSION OR ACTIVITY					
APPROVE <input checked="" type="checkbox"/>			DISAPPROVE <input type="checkbox"/>		
a. Name (Last, First, Middle Initial) Podgurski, Gary D		b. Rank SMSgt		c. Duty Title/Position ARWG Safety NCO	
				d. Signature of Approval Authority //SIGNED//	

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(Use CAPF 160HL if additional space is needed)

4. SUB- ACTIVITY or SPECIFIC TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. RISK CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
Chimney Fires	Member	EH	Educate Member	How: Monthly Email Safety Briefing	M
				Who: MSgt Podgurski	
Shoplifting Awareness	Member	H	Educate Member	How: Monthly Email Safety Briefing	L
				Who: MSgt Podgurski	
Dress to Egress	Member Machine Mission	H	Educate Member	How: Monthly Email Safety Briefing	L
				Who: MSgt Podgurski	
		-		How:	-
				Who:	
		-		How:	-
				Who:	
		-		How:	-
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