

Unit 2 Assignment

Job Description

Due: Unit 2

Points: 30

Risk identification and impact assessment is the process of assessing the probabilities and consequences of risk events, if they are realized. The results of this assessment are then used to prioritize risks to establish a most-to-least-critical importance ranking. Ranking risks in terms of their importance provides insights on where resources may be needed to manage or mitigate the high probability/high consequence risk events to maintain a safe, healthy workplace.

The goal of these assignments is to practice producing risk assessment reports for upper managers; with each assignment, you will build toward the full risk assessment report. When submitting reports to managers, you want to produce a professional looking document that has the essential information required, and the information you provide needs to be easily understood, yet concisely written. Therefore, keep in mind the format, wording, and grammar as you write.

Instructions:

Here, you will begin your risk assessment report by choosing a job that you are familiar with and providing a detailed job description. The goal is to use this job description to then assess the hazards and risk associated with this position (Unit 4) and then to create a plan to minimize these risks (Unit 7). Therefore, this job description needs to be detailed and a job that you are very familiar with.

1. Job description –

- a. Choose a job that you are very familiar with and find a few different descriptions of that position.
 - i. Compile and edit a full, detailed description of that position based on your research and your knowledge. Do not copy and paste a description, but rewrite and compile from various sources. Your submittal should contain at least 250 words.
 - ii. Provide citations for any sources that you use.
 1. For websites, details may not be readily available, but provide more information than just the website.

Submittal:

1. Submit a Microsoft Word document with your detailed Job Description. This will be the basis of all further written assignments in this class. See Unit 4 for detail on the next installment; the specifics for the assignment are already available for your review.

Contact your Professor if you have questions.

Grading:

For any portion less than the minimum word count, a percentage will be taken off. For example, if 200 words are provided for a 250 word minimum, the highest grade that can be obtained will be 80% ($200/250 = 0.80$).

The submitted work is then graded according to the writing rubric.