

## Unit 7 Assignment

### *Management and Mitigation Strategies, and Executive Summary and Recommendations*

Due: Unit 7  
Points: 125

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:**

You will build on your previous written assignments for this course and prepare the final sections of a basic risk assessment report. Below are details about the specifics to include for this assignment and content within each section. Here, provide all previous sections with the new sections. You may edit the previous sections to increase your overall grade.

1. **Job description** – include the job description that you chose for your Unit 2 assignment.
  - a. You may include updates or edits to the position based on your further work or Professor's comments.
2. **Hazard Identification** –include this section from your Unit 4 assignment.
  - a. You may include updates or edits to the position based on your further work or Professor's comments.
3. **Risk Assessment** - include this section from your Unit 4 assignment.
  - a. You may include updates or edits to the position based on your further work or Professor's comments.
4. **Prioritization** – include this section from your Unit 4 assignment.
  - a. You may include updates or edits to the position based on your further work or Professor's comments.

5. **Management and Mitigation Strategies** - Based on your prioritization plan (the 5 to 10 priorities), develop a management plan and specific strategies FOR EACH identified priority that will best mitigate the risk. This section should contain at least 500 words and be a detailed and thoughtful strategy to mitigate the problem.
- a. This is subjective and again rarely is there one answer. Use your best judgment and imagine yourself as the person responsible for employees performing this job; your job is to keep them safe with the work getting done. The goal is to use strategies higher in the hierarchy as ones lower work less effectively.
  - b. Reread the *RSC Risk Assessment at Work* document to remind yourself of the goals. If the risk cannot be eliminated, then you need to institute measures to control or mitigate that risk as much as possible.
  - c. The hierarchy of mitigation strategies of risks is generally following:
    - i. Elimination – remove the hazard
      1. Can the job be changed to not include this hazard?
    - ii. Substitution – is there a way to substitute an action, job, or change the job the decrease the hazardous or risk.
    - iii. Engineering
      1. Can the job be done differently? Can a machine be used or a piece of equipment to remove the person from the hazard?
    - iv. Administrative and Behavioral
      1. Can people be trained or educated? Is there a way to increase work practice and care? Can more experienced workers be required to perform this job? Can greater supervision be used to decrease this hazard or risk? Would laws or regulations help? Better enforcement of regulations?
    - v. PPE
      1. If there is no other way to lower the hazard or risk, what protective equipment would help?
      2. This OSHA website offers great options and descriptions of available PPE.
        - a. [https://www.osha.gov/dte/library/ppe\\_assessment/ppe\\_assessment.html](https://www.osha.gov/dte/library/ppe_assessment/ppe_assessment.html).

## 6. Executive Summary and Recommendations

- a. Write a concise summary of your report in 250 words or less. This should nicely sum up all the *essential* information within your entire report in a short paragraph.
  - i. This is not easy and will require editing to ensure all the essential points are included and well described. Think of this as the 'elevator pitch' of the report.

### Submittal:

1. Submit a Microsoft Word document with all **six** sections (Job Description, Hazard Identification, Risk Assessment, and Prioritization, Management and Mitigation Strategies, and Executive Summary and Recommendations) and the two tables (one table in the Hazard Identification section and one table in the Risk Assessment section).

**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 available under Course Information.