

NUMBER 3.0 – PINPOINT RISK ASSESSMENT

Number: 3.0

Issued: 3/2018

Revised: 1/2023

Page 1 of 2

1.0 PURPOSE:

A PinPoint Risk Assessment is an effective process to identify and manage workplace risks to an acceptable level. Further it provides a common language that is easy to implement, use and share throughout each Signature Facility.

2.0 POLICY:

Each Signature location will perform PinPoint Risk Assessments to focus on the identification and reduction of hazards, loss exposures, and employee injury risks. Each Signature facility's goal is to provide an easy and effective way to improve the safety of all employees.

3.0 RESPONSIBILITIES:

- A. It is the responsibility of the **Facility Leader** to ensure compliance with this procedure in its entirety.
- B. It is the responsibility of **All Employees** to follow the requirements of this procedure and the risk improvement arising from the assessments.

4.0 PROCEDURE:**A. Definitions:**

Hazard: Any material, physical agent, condition, or activity that has the potential to cause injury or illness to people or result in any other business loss.

Severity: Outcome of the occurrence – usually negative

Probability: Frequency likelihood of an event.

Risk: The probability that a hazard will cause a loss, together with the anticipated seriousness of the loss.

Risk Calculation: = (Probability X Severity)

B. Process:

- Identify concerning/high risk jobs, work areas, or potential loss scenarios
- Assemble your risk assessment team to review the identified area
- Identify the hazards associated with the loss scenario
- Evaluate the controls that are currently in place
- Assess severity (See Attachment C)
- Assess probability/frequency (See Attachment D)
- Calculate the initial risk rating = (Probability X Severity)
- Record the information on the Risk Assessment Worksheet (See Attachment B)
- Brainstorm and establish improved controls (see item C and D below), prioritize next steps, resources, and risk acceptability using the Risk Rating Matrix (See Attachment A)
- Initiate the Improvement plan
- Calculate the new risk rating (Post Improvement)
- Record the information on the Risk Assessment Worksheet (See Attachment B)

C. Controls in order of improved effectiveness:

- No Controls
- Personal Protective Equipment (PPE) such as respirators and hand protection
- Administrative controls such as rules, procedures, training, and warnings
- Engineering Controls including enclosures, guards, barriers, and ventilation
- Substitution of less hazardous materials, processes, operations, or equipment
- Elimination of hazard

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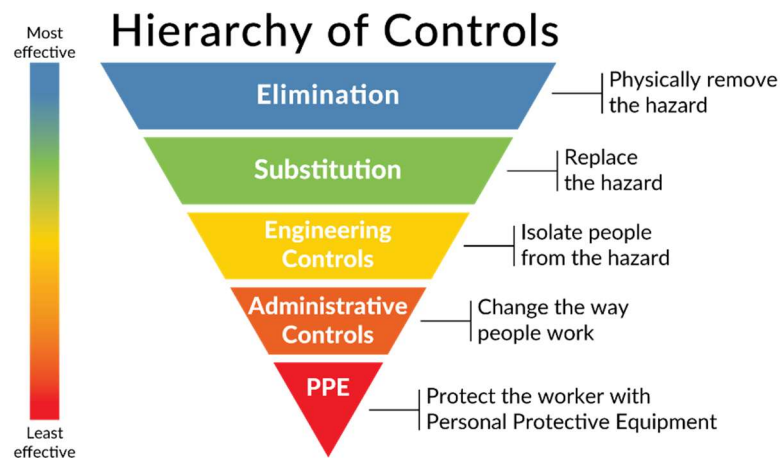
Issued: 3/2018

Revised: 1/2023

Page 2 of 2

D. Controls: Good-Better-Best

- Good – Personal Protective Equipment such as respirators and hand protection
- Good – Administrative Controls such as rules, procedures, training, and warnings
- Better – Engineering Controls including enclosures, guards, barriers, and ventilation
- Best – Elimination of hazard



- E. A PinPoint Risk Assessment must be completed after each accident or near-miss accident and be presented as part of the accident investigation.
- F. One Pinpoint Risk Assessment must be completed during each quarter. A Risk Assessment from an accident or near miss can be used for the required quarterly risk assessment. To be counted as completed, the risk assessment must have the Post-Mitigation controls in place. The goal is to reduce the Risk Rating to make progress and improvement.
- G. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedures for the facility.

5.0 ATTACHMENT / FORMS:

- A. Risk Rating Matrix
- B. Risk Assessment Worksheet
- C. Severity of Loss Rating Scale
- D. Probability of Loss Rating Scale

6.0 PROCEDURE HISTORY

Original Issue - 3/2018
Revised - 6/2021
Revised - 1/2023

NUMBER 3.0 – PINPOINT RISK ASSESSMENT
ATTACHMENT A – RISK RATING MATRIX

Number: 3.0

Issued: 3/2018

Revised: 1/2023

Page 1 of 1

| Risk Rating | | Severity of Occurrence | | | | |
|---------------------------|---|--|---|--|--|---|
| | | Catastrophic Death or permanent total disability (5) | Critical Disability in excess of 3 months (4) | Substantial Lost workday case (3) | Marginal Medical injury (2) | Negligible First aid or minor medical treatment (1) |
| Probability of Occurrence | Frequent Likely to occur repeatedly (5) | High Risk reduction necessary | High Risk reduction necessary | High Risk reduction necessary | Serious Risk reduction recommended | Medium Management review needed |
| | Probable Likely to occur several times (4) | High Risk reduction necessary | High Risk reduction necessary | High Risk reduction necessary | Medium Management review needed | Medium Management review needed |
| | Occasional Likely to occur sometime (3) | High Risk reduction necessary | Serious Risk reduction recommended | Serious Risk reduction recommended | Medium Management review needed | Low Acceptable risk |
| | Remote Not likely to occur (2) | Serious Risk reduction recommended | Serious Risk reduction recommended | Medium Management review needed | Medium Management review needed | Low Acceptable risk |
| | Improbable Very unlikely - may assume exposure will not happen (1) | Medium Management review needed | Medium Management review needed | Low Acceptable risk | Low Acceptable risk | Low Acceptable risk |



SAFETY POLICY AND PROCEDURE MANUAL

NUMBER 3.0 – PINPOINT RISK ASSESSMENT

ATTACHMENT B – RISK ASSESSMENT WORKSHEET

Number: 3.0

Issued: 3/2018

Revised: 1/2023

Page 1 of 1

Scenario: _____

| Hazard | Statement of Exposure | Current State Description of Controls | Control | Severity | Probability | Overall Risk | Post-Mitigation Description of Controls | Control | Severity | Probability | Overall Risk |
|--------|-----------------------|--|---------|----------|-------------|--------------|--|---------|----------|-------------|--------------|
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Control

- a Elimination
- b Substitution
- c Engineering Controls
- d Admin Controls
- e PPE
- f No Controls

Severity Risk Rating

- 1 Negligible
- 2 Marginal
- 3 Substantial
- 4 Critical
- 5 Catastrophic

Probability Risk Rating

- 1 Improbable
- 2 Remote
- 3 Occasional
- 4 Probable
- 5 Frequent

Overall Risk Rating

- 1-3 Low
- 4-8 Medium
- 8-12 Serious
- 12-25 High

NUMBER 3.0 – PINPOINT RISK ASSESSMENT
ATTACHMENT C – SEVERITY OF LOSS RATING SCALE

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Page 1 of 1

| Severity of Loss Rating Scale | | |
|--------------------------------------|----------------------|--|
| Score | Rating | Description of Hazards |
| 1 | Negligible, Minimal | <ul style="list-style-type: none"> • First aid injury • Illness causing temporary discomfort or pain • No production impact • No financial loss • Minor or no compliance exposure |
| 2 | Marginal, Low | <ul style="list-style-type: none"> • Medical treatment, OSHA recordable • Reversible illness, moderate eye or skin irritation • Compensable, temporary upper limb disorders • Minor sprains and strains • Production stoppage less than one day • Financial loss less than \$25,000 • Compliance violation exposure |
| 3 | Substantial, Serious | <ul style="list-style-type: none"> • Lost time injury • Serious but reversible illness • Production stoppage less than one week • Financial loss less than \$250,000 • Compliance violation |
| 4 | Critical | <ul style="list-style-type: none"> • Illness with permanent impairment • Compensable musculoskeletal disorder • Irreversible illness • Production stoppage less than one month • Financial loss less than \$1,000,000 • Serious compliance violation |
| 5 | Catastrophic | <ul style="list-style-type: none"> • Fatal injuries or illnesses • Amputation, permanent loss of sight, major fractures, third degree burns • Severe systemic illness • Production stoppage greater than one month • Financial loss great than \$1,000,000 • Knowing or willful compliance violation |

NUMBER 3.0 – PINPOINT RISK ASSESSMENT
ATTACHMENT D – PROBABILITY OF LOSS RATING SCALE

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Page 1 of 1

| Probability of Loss Rating Scale | | |
|---|-------------------------------------|--|
| Score | Rating | Description of Hazards |
| 1 | Improbable, very likely | <ul style="list-style-type: none"> • May assume it will not happen • Few if any people are exposed less than once a month • Control measures have eliminated hazards • Low unintended consequences |
| 2 | Remote, unlikely | <ul style="list-style-type: none"> • Activity is performed less than once a month • Could expect one incident in a year • Hazard controls, if needed, are highly effective |
| 3 | Occasional, possible | <ul style="list-style-type: none"> • Activity performed less than once a day • Could expect one incident in a month • Effectiveness of hazard controls vary due to utilization, maintenance, etc. |
| 4 | Probable, has occurred | <ul style="list-style-type: none"> • Activity performed less than once a day • Could expect one incident a week • Production and support staff are frequently exposed during workday • Hazard controls are reliant on administrative procedures or personal protection equipment |
| 5 | Frequent, repeated occurrence | <ul style="list-style-type: none"> • Activity is performed continuously • Incident likely to happen at any moment • Minimal or no hazard controls • New misses have occurred |