



## Risk Assessment and Management Workshop

It is not possible to control or manage 100% of risk, but knowing what do before, during, and after an event will mitigate the damage and harm. Identifying potential hazards and risks and making it part of the day to day business is important. Safety should be the first priority as every business must face the reality of risks and hazards.

Through our Risk Assessment and Management course your participants will be aware of hazards and risk they didn't realize were around their workplace. Identifying hazards through proper procedures will provide your participants the ability to prevent that accident before it occurs. Limiting and removing potential dangers through Risk Assessment will be an incredible investment.

### Workshop Objectives:

- Identify hazards and risks
- Update control measures
- Grasp the fundamentals of accident reports
- Identify risk management techniques
- Outline a disaster recovery plan
- Communicate to the organization

For more information or to reserve your spot in this workshop, please contact:

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## CLASS CONTENT

### **Session One: Getting Started**

Workshop Objectives

### **Session Two: Identifying Hazards and Risks**

What Is a Hazard?

What Is a Risk?

Consult with Employees

Likelihood Scale

Case Study

### **Session Three: Seeking Out Problems Before They Happen (I)**

Unique to Your Business

Walk Around

Long Term and Short Term

Common Issues

Case Study

### **Session Four: Seeking Out Problems Before They Happen (II)**

Ask “What would happen if ... ?”

External Events

Worst Case Scenarios

Consequence Scale

Case Study

### **Session Five: Everyone’s Responsibility**

See It, Report It!

If It’s Not Safe, Don’t Do It

Take Appropriate Precautions

Communicating to the Organization

Case Study

### **Session Six: Tracking and Updating Control Measures**

What Is a Control Measure?

Your Business Procedures

Are They Adequate?

Updating and Maintaining

### **Session Seven: Risk Management Techniques**

Reduce the Risk

Transfer the Risk

Avoid the Risk

Accept the Risk

Case Study

### **Session Eight: General Office Safety and Reporting**

Accident Reports

Accident Response Plans

Emergency Action Plan

Training and Education

Case Study

### **Session Nine: Business Impact Analysis**

Gather Information

Identify Vulnerabilities

Analyze Information

Implement Recommendations

Case Study

### **Session Ten: Disaster Recovery Plan**

Make It Before You Need It

Test, Update, and Repeat

Hot, Warm, and Cold Sites

Keep Documentation Simple and Clear

Case Study

### **Session Eleven: Summary of Risk Assessment**

What are the Hazards?

Who Might Be Harmed?

Are Current Control Measures Sufficient?

If Not, Change Control Measures

Case Study

### **Session Twelve: Wrapping Up**

Words from the Wise

