QUALITY RISK ASSESSMENT FORM

Section:	Conducted By:	Review Date:
E8 - Management of Wastes	CKH	*30 October 2023*
Dept.	Approved By:	Next Review Date:
Engineering	YYF	*30 October 2026*

Score	**1**	**2**	**3**	**4**	**5**
Severity (S)	Negligible	Marginal	Moderate	Critical	Catastrophic
Likelihood (L)	Rare	Unlikely	Possible	Likely	Almost Certain

Total Score	**1 - 2**	**3 - 4**	**5 - 15**	**16 - 25**
Risk Level (RL)	Minimal Risk	Low Risk	Medium Risk	High Risk
Action	Maintain Existing Risk Control Measure		Monitor Risk Control Measure	Need Additional Risk Control Measure

Risk Identification				Risk Evaluation				Risk Re-Evaluation				Responsibility
No.	Activity	Potential Failure	Effect	Existing Risk Control	S	L	RL = S x L	Additional Risk Control Measures (RL > 15)	S	L	RL = S x L	Designation
1	Disposal of Waste	Substantial amount of wastes (e.g. Waste Paper) not disposed	Accumulation of dust and affect IAQ	Once substantial amount of paper wastes has been collected at the main disposal area, the Admin Leader shall arrange for the paper wastes to be disposed by a general waste collector (i.e. paper recycling company)	1	3	3	Nil	-	-	-	All Staff