Sample Check-in Frequency Worksheet



Instructions

1. Complete a worksheet with a worker for each situation and location where the worker is working alone and may be at risk of an injury that would prevent him or her from getting help.
2. Consider which of the common hazards from column A might apply. In column C, identify the injury that would result. Identity additional hazards and injuries as necessary.
3. Use Table 1 to assess the likelihood of the accident (Column D).
4. Use Table 2 to assess the likelihood that the accident would result in an injury serious enough to be disabling (Column E).
5. Use Table 3 to assess the likelihood of help being available to an injured worker (Column F).
6. Calculate the frequency rating (Column G) by multiplying the numbers in Columns D, E, and F.
    a. 250 or less: low check-in frequency (every 4-8 hours)
    b. 251-400: moderate check-in frequency (every 2-5 hours)
    c. 401 or more: high frequency (every 3 hours to 30 minutes)

A	B	C	D	E	F	G
Hazard (based on history)	Examples	Worst Probable injury	Likelihood of accident happening	Likelihood of disabling injury	Likelihood of help available	Frequency rating (D x E x F)
Slip, trip, or fall	Falls from steps or ladders while carrying items					
Burns	Contact with hot equipment when cooking or baking					
Struck by items	Items falling from shelves or displays					
Sprain or strain	Straining back while lifting items or reaching					
Cut, struck by, or caught in equipment	Working with large equipment or tools such as mixers or saws					
Chemical spill	Cleaning products or paint supplies					
Threat of violence	Robberies or dealing with angry or irate individuals					
Other						

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