

# *Risk Assessment & Management*

Risk assessment and management is essential for the success of any business. However, many companies do not always take the necessary precautions, which leads to disaster. Successfully managing risks will prevent mistakes, which leads to a safer work environment, happier employees, and increased productivity. Following a few basic steps will place your organization on the path to success.

## **Modules**

- Identifying Hazards and Risks
  - What is Hazard?
  - What is Risk?
- Seeking out problems before they happen
  - Unique to your business
  - Common issues
  - External Events
  - Worst case Scenarios
- Everyone's responsibility
  - See it, report it
  - Take appropriate precautions
- Tracking and updating control measures
- Risk Management Techniques
- General office safety & reporting
  - Accident reports
  - Emergency Action Plans
- Business Impact Analysis
  - Gather information
  - Identify vulnerabilities
  - Analyze & Implement
- Disaster Recovery Plan
  - Make it before you need it
  - Test, update and Repeat it
- Summary of Risk Assessment



## **2 Day Workshop**

### **Getting Started**

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

### **Wrapping up**

- Activities
- Words from the Wise
- Review of Parking Lot
- Lessons Learned