

## RISK MANAGEMENT WORKSHEET

(CDTCMD Reg 385-10; proponent agency is Cadet Command Safety)

1. Organization and Unit Location:	2. Page	1	of	2
3. Mission/Task:	4. Begin Date:	5. End Date:		6. Date Prepared:

7. Operational Phase in which the Mission/Task will be conducted:

8. Tasks	9. Identify Hazards	10. Initial Risk Level	11. Develop Controls	12. Residual Risk Level	13. Implement Controls ("How To")	14. Who/How Supervised

15. Determine Overall Mission/Task Risk Level After Countermeasures Are Implemented: (Circle Highest Remaining Risk Level) <sup>TM</sup>      **LOW (L)**      **MODERATE (M)**      **HIGH (H)**      **EXTREMELY HIGH (E)**

16. Medical Support: Advanced Trauma Life Support (ATLS) is required within 1 hour. On-site Medical Support provided (Circle one):    Medic    Combat Lifesaver    ARC/NSC First-Aid Responder    None

17. Prepared by: (Rank, Last Name, Duty Position)	18. Reviewed by Action Officer/Commander: (Rank, Last Name, Duty Position and Signature):
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19. Risk Decision Authority (Signature Block and Signature):	<p><b>Extremely High Risk:</b> Not Applicable for Cadet Command</p> <p><b>High Risk:</b> CG or DCG</p> <p><b>Moderate Risk:</b> Brigade Cdr (0-6). At Advanced/Basic Camp – Region Cdr or CofS</p> <p><b>Low Risk:</b> Battalion Cdr. At Advanced/Basic Camp – Committee Chief or Regimental Cdr/TAC Officer</p>
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## Sample Risk Management Worksheet

RISK MANAGEMENT WORKSHEET (CDTCMD Reg 385-10; proponent agency is Cadet Command Safety)						
1. Organization and Unit Location: ROTC Battalion		2. Page 1 of 2				
3. Mission/Task: Conduct Rappel Training (include Transportation to and from Tower)		4. Begin Date:		5. End Date:		
7. Operational Phase in which the Mission/Task will be conducted: Throughout training phase						
8. Tasks	9. Identify Hazards	10. Initial Risk Level	11. Develop Controls	12. Residual Risk Level	13. Implement Controls ("How To")	14. Who/How Supervised
Transportation to tower.	Driver Fatigue Traffic/Congestion Weather Conditions (rain/ice on road)	M M H	Ensure driver gets adequate rest. Drive slower and defensively. Drive slower than posted speed limit.	L L M	AR 385-55, Prevention of Motor Vehicle Accidents AR 600-55, Army Driver and Operator Standardization Program	Driver – Self Driver – Self Driver – Self
Rappelling from a 34-ft Tower	Inexperienced cadets Equipment failure resulting in falls. Heat injury/Dehydration Wildlife, insects and plants	H H H M	Instruct and demonstrate: (1) Fundamentals of rappelling, (2) How to properly tie knots and (3) Safety requirements. Always require use of helmets and gloves. Conduct a safety inspection of tower and all rappelling equipment prior to training exercise. Conduct annual safety inspection of tower. Monitor Heat Index, advise all to drink sufficient volumes of water at frequent intervals, carry canteen(s) and know location of water points. Brief cadets to avoid wildlife, insects and plants. Use insect repellent. Have bee stings kits available.	M M M L	TSP No. 1, Basic Rappelling TC 21-24, Rappelling TC 21-24, Rappelling AR 385-10, Safety Program DA Pam 385-1, Unit Safety TB MED 507 Water buffalio/jugs on site. GTA 8-5-50 FM 21-10 GTAs based on area.	Qualified Rappel Master will supervise. Rappel Master will inspect. Army Safety Officer, CDSO, Univ. Safety. Cadre monitor weather. Cadre monitor Heat Index. Use buddy system.
15. Determine Overall Mission/Task Risk Level After Countermeasures Are Implemented: (Circle Highest Remaining Risk Level) <b>MODERATE (M)</b> LOW (L) HIGH (H) EXTREMELY HIGH (E)						
16. Medical Support: Advanced Trauma Life Support (ATLS) is required within 1 hour. On-site Medical Support provided (Circle one):			18. Reviewed by Action Officer/Commander: (Rank, Last Name, Duty Position and Signature):			
17. Prepared by: (Rank, Last Name, Duty Position)			18. Reviewed by Action Officer/Commander: (Rank, Last Name, Duty Position and Signature):			
19. Risk Decision Authority (Signature Block and Signature):			Extremely High Risk: Not Applicable for Cadet Command High Risk: CG or DCC Moderate Risk: Brigade Cdr (0-6). At Advanced/Basic Camp – Region Cdr or CofS Low Risk: Battalion Cdr. At Advanced/Basic Camp – Committee Chief or Regimental Cdr/TAC Officer			

CDTCMD Form 385-1-R-E, Apr 01

Risk Assessment and Risk Management Countermeasure Worksheets in CC Reg 145-3 are OBSOLETE

## Work Sheet Instructions

### Blocks

- 1 – 8. Self explanatory
9. **Identify Hazards** – Review METT-T factors for the mission or task. Additional factors include historical lessons learned, experience, judgment, equipment characteristics and warnings, and environmental considerations.
10. **Initial Risk Level** – Assess hazard and determine initial risk for each hazard by applying risk assessment matrix.
11. **Develop Controls** – Develop one or more controls for each hazard that will either eliminate the hazard or reduce the risk (probability and/or severity). Specify who, what, where, why, when, and how for each control.
12. **Residual Risk Level** – Determine the residual risk for each hazard by applying the risk assessment matrix, assuming the controls are implemented.
13. **Implement Controls** – Decide how each control will be put into effect or communicated to the personnel who will make it happen (written or verbal instruction; tactical, safety, garrison SOPs, rehearsals).
14. **Who/How Supervised** – Who and how will each control be monitored (continuous supervision, spot-checks). Evaluate frequently and pass on lessons learned.
15. **Determine Overall Mission/Task Risk** – Select the highest residual risk level and circle it. This becomes the overall mission or task risk level. The commander decides whether the controls are sufficient to accept the level of residual risk. If the risk is too great to continue the mission or task, the commander directs development of additional controls or modifies, changes, or rejects the COA.
16. **Medical Support** – Select type of on-site medical support provided and circle it.
- 17 & 18. Self explanatory
19. **Risk Decision Authority** – The decision to accept or not accept the risk(s) associated with an action is made by the appropriate commander or leader responsible for performing that action.

## Need to Risk Manage a METT-T Hazard

Hazards not adequately controlled are likely to cause loss of combat power. Answer the following questions about each hazard to determine if it is adequately controlled. If not, hazards needs to be risk managed.

### Are the Controls Adequate?

	Yes	No
<b>Support</b> – Is type/amount/capability/condition of support adequate to carry out the mission? <ul style="list-style-type: none"> <li>Personnel</li> <li>Supplies</li> <li>Equipment/Material</li> <li>Services/Facilities</li> </ul>		
<b>Standards</b> – Is guidance / procedure adequately clear / practical /specific to control hazard?		
<b>Training</b> – Is training adequately thorough and recent to control hazard?		
<b>Leader</b> – Is leadership ready, willing, and able to enforce standards required to control hazard?		
<b>Individual/Unit Self-Discipline</b> – Is performance and conduct sufficiently self-disciplined to control hazard?		

If all "yes", no further action required (subject to commander's risk guidance). If one or more "no", risk manage this hazard

## Risk Assessment Matrix

SEVERITY	PROBABILITY				
	Frequent	Likely	Occasional	Seldom	Unlikely
Catastrophic	E	E	H	H	M
Critical	E	H	H	M	L
Marginal	H	M	M	L	L
Negligible	M	L	L	L	L

**PROBABILITY** – The likelihood that an event will occur.

**FREQUENT** – Occurs often, continuously experienced.

**LIKELY** – Occurs several times.

**OCCASIONAL** – Occurs sporadically.

**SELDOM** – Unlikely, but could occur at some time.

**UNLIKELY** – Can assume it will not occur.

**SEVERITY** – The expected consequence of an event in terms of degree of injury, property damage, or other mission-impairing factors.

**CATASTROPHIC** – Death or permanent total disability, system loss, major damage, significant property damage, mission failure.

**CRITICAL** – Permanent partial disability, temporary total disability in excess of 3 months, major system damage, significant property damage, significant mission degradation.

**MARGINAL** – Minor injury, lost workday accident, minor system damage, minor property damage, some mission degradation.

**NEGLIGIBLE** – First aid or minor medical treatment, minor system impairment, little/no impact on mission accomplishment.

\* FM 101-5, 31 May 1997