Sample Check-in Frequency Worksheet



Instructions

- 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.
- 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).
- Use Table 2 to assess the likelihood that the accident would result in an injury serious enough to be disabling (Column E).
- Use Table 3 to assess the likelihood of help being available to an injured worker (Column F)
- 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	В	C	D	E	F	G
Hazard	Examples	Worst	Likelihood	Likelihood	Likelihood	Frequency
(based on		Probable	of accident	of disabling	of help	rating
history)		injury	happening	injury	available	(DxExF)
Slip, trip,	Falls from steps or					
or fall	ladders while					
	carrying items					
Burns	Contact with hot					
	equipment when					
	cooking or baking					
Struck by	Items falling from					
items	shelves or displays					
Sprain or	Straining back					
strain	while lifting items					
	or reaching					
Cut, struck	Working with					
by, or	large equipment					
caught in	or tools such as					
equipment	mixers or saws					
Chemical	Cleaning products					
spill	or paint supplies					
Threat of	Robberies or					
violence	dealing with angry					
	or irate individuals					
Other						
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