Risk Mitigation

1 Assess Task

What is the task you plan to perform?

- State the task in short, concise terms

- Assess the task by asking these questions:

    - Is it unfamiliar?
    - Did it previously go wrong?
    - If it goes wrong can it then compromise safety? Damage reputation? Cause financial loss? Waste of labor?

If all your answers are NO to the questions above then proceed to **5. PERFORM TASK**, otherwise proceed to **2. POTENTIAL PROBLEMS**.

Choose your approach!

2 Potential Problems

What could happen or go wrong? What else?

- Picture the steps and inputs to perform the task

- For example :
    - *The task **cannot start on time***
    - *The task **is interrupted** during execution* (separate into minor steps if needed)
    - *The **subsequent** operation experiences **deviations***

3 Likely Causes

What could cause the potential problem to occur? What else?

- Identify likely cause(s) for each potential problem

- Likely causes will help you to focus when thinking about possible mitigating actions in the next step

- Be specific, but brief

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4 Mitigating Actions

Options
What can we do to keep the causes from happening?

- Identify specific preventive options that would reduce/eliminate the chances of the likely cause to happen

What can we do to reduce the adverse consequences if it happens anyway?

- Identify specific contingent options that would limit the damage once the Potential Problem becomes a real problem

Plan
What do we do and when?

- Select the actions from your options that you will activate/put in place

- Perform those actions to mitigate the risk to an acceptable level

- Assign responsibility and due date

5 Perform Task

Are you ready to perform the task?

- Perform the task and make sure that the task has had the desired effect