



Assessment Date		Campus	
Location/Building		Assessed Task, Process, or Equipment	
Conducted By		Report Date	
Approved By		Contact Person	

Introduction and Background Information

A brief description of what prompted the assessment, such as requests, concerns, incident, etc. You can also provide a brief background information about the process, equipment, tasks, or facility that is the basis of the assessment.

Assessment Methods

A brief description of the approach and/or method used to conduct the assessment, such as workspace or job task observations, sampling, interviews, ventilation assessment, document review, etc.

Findings, Recommendations, and Action Items

An itemized summary of key observations, results, and findings of the assessment, including key health and safety hazards and risks and recommendations or action items associated with each finding. A tabular format is the best method to present this information. Adding photos can enhance conveying of the message.

Area, Task, or Process	Observation (potential hazards and risks)	Action Items/Recommendation	Responsible Party	Notes/Comments

References: