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Instructions

This template can be downloaded and used by clinical office practice to list risks for transmission of infections identified for each area of their clinic, analyze them, and to develop a plan to manage those risks.

For guidance on how to conduct an organizational risk assessment (ORA) and a sample, please refer to the [Infection Prevention and Control Organizational Risk Assessment for Clinical Office Practice](#) available on PHO website.

Area of the clinic:

Date ORA was conducted:

Person(s) conducting ORA:

1. First name:

Last name:

2. First name:

Last name:

3. First name:

Last name:

Comments/additional information:

Step 1. Identify Risks

Who could be exposed and how can they be exposed?

Step 2. Analyze the Risk

What could increase this risk of transmission and are there any control measures in place to prevent this transmission?

Contributing factor(s):

Control measure(s) in place:

Step 3. Analyze the Risk

What is the likelihood of this risk and the impact of transmission?

Likelihood and impact of the identified risk (high, medium or low):

Based on the above information select a level of risk:

Risk Level and Actions:

High (H): high likelihood and high severity - **IMMEDIATE ACTION REQUIRED**

Medium (M): either likelihood or severity is high - **Make efforts to further reduce the risk**

Low (L): low likelihood and low severity - **Monitor and reduce the risk when feasible**

Step 4. Analyze the Risk

Can the risk be mitigated or reduced?

What additional control measures are needed?

Step 5. Implementation Plan

How will these additional control measures be implemented?

Who will be responsible?

Is there a way to know if these control measures work as expected?

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