

# Morning Meeting Toolkit

## Green, Amber, Red: How to Evaluate Risks in the Day-to-Day

**GOALS:** *At the end of this session, your crew should be able to:*

- Understand and be able to explain the Green/Amber/Red (GAR) model of risk assessment.
- Apply the GAR model to a situation in their own work.

### WHAT DO I NEED?

- GAR Template (if there is access to computer)
- OR flip chart or notepad (if there is no access to computer)
- Calculator
- Markers or pens

### FLOW:

- GAR is a tool to help evaluate operational risk for a specific operation or activity at a particular time
  - Designed to help you think about where risk might come from and how to reduce (mitigate) those risks.
  - Based on evaluation of eight risk factors that research has shown contribute to most accidents.
  - Meant to be a time and job specific tool
    - (eg. Clearing snags this afternoon, excavating a foundation first thing tomorrow, etc.)
- Eight risk categories of risk are
  - Supervision – Is there smart and attentive supervision?
  - Planning – Do we know what we need to do and what to do if something changes?

- Contingency Resources – If something goes wrong, is help available from outside?
- Communication – Are we able to communicate during the job within team and outside of the team?
- Team Selection – Do we have the right people on the job?
- Team Fitness – Is the team in good shape, not too tired or burnt out?
- Environment – What are the conditions like out there?
- Incident Complexity – How complicated is this?
- GAR Activity
  - Pull up Excel template or draw four-column/eight-row table
    - Write the eight categories down the first column.
  - Have team brainstorm a task that they will be doing in the next few days.
  - Go down list and talk through each category, rating it from 1-10 in the second column with 10 being the most hazardous.
    - Add all the numbers up and right the total at the bottom (or let Excel template do it for you)
      - Green = 1-35: Go ahead, remain aware of risks.
      - Amber (Yellow) =36-60: Be careful, is task necessary?
      - Red = 60-80: Stop, do not proceed unless risks can be reduced.
  - Pick out some of the highest numbers and brainstorm and write in the third column any ways that those risks can be reduced.
  - Rerate each category in the last column after risk reduction and write the new sum at the bottom.
  - Identify what the total means and discuss it.
- Why do this?
  - Easy, systematic, and flexible way of thinking about where hazards might be.
  - The numbers are not the only focus; the most important part is getting you to think about where risks lie and how to mitigate them.
  - Hopefully to help all of us be safer.

- Any next steps?

**NOTES:**

- The process is what's important, not the exact numbers. Don't get hung up on the exact details.
- Pick a job task that people care about, perhaps something special or out of the ordinary.
- This session can take place anywhere.
- Send out the GAR template to everyone after the session.