

ACT: DAILY RISK MANAGEMENT

ACT is a supplemental tool that may be used for risk assessments in time-critical situations. ACT is most beneficial in less complex off-duty activities, such as driving and recreational events. This process may also be appropriate in the execution phase of an operation in which mission demands do not allow enough time to perform a detailed analysis using the six-step ORM process, or for an “on-the-run” review prior to performing a technical order task. ACT merges the six steps of ORM into three broader steps that may be used where risk management is accomplished mentally or verbally and action taken in minutes or even seconds.

THE ACT 3-STEP PROCESS IS:

1. Assess the Situation
2. Consider Options to Limit Risk
3. Take Proper Action

Step 1

Assess the Situation. Look at your surroundings. Determine what could go wrong, the likelihood of occurrence, and severity of the impact if something does go wrong. Areas for consideration include:

People. How many people are involved and what are the chances for injury, illness, or death? Assess personal risk factors such as fatigue, distractions, emotions, health, and lack of training. What are the chances that any personal risk factors will affect the safe and successful accomplishment of the task or activity?

Task or Activity. Look at what you are trying to accomplish. Is there adequate time?

What are the consequences of not completing the task or activity?

Equipment. Take into account the equipment you are using. Do you have the right tools for the job? Is machinery in good condition? Are the necessary safety devices in place? What are the chances the equipment will be damaged or destroyed? Do you have the correct personal protective equipment for the task?

Environment. Environmental conditions may present risk factors whether inside or outdoors. Consider factors such as light, noise, weather, road conditions, etc. What is the likelihood that unfavorable conditions will negatively impact the task or activity?

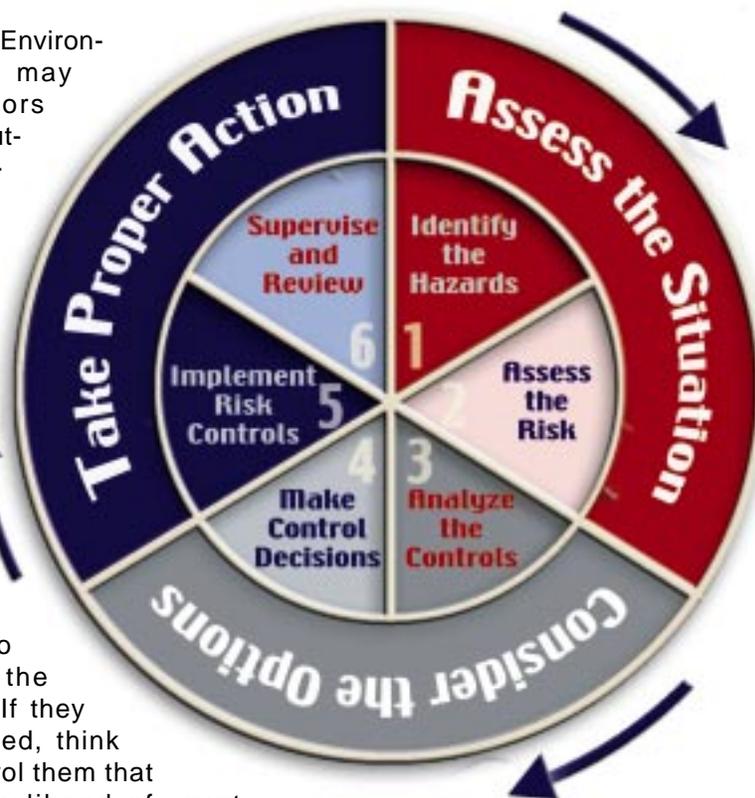
Step 2

Consider Options to Limit Risk. Seek ways to eliminate or limit the risks, if possible. If they cannot be eliminated, think about ways to control them that will lessen the likelihood of something going wrong. Does the task have to be completed now, or can it be postponed to await more favorable conditions? Do you have the authority to make a decision, or does the level of risk necessitate that you elevate the circumstances to someone else for a final decision? The objective in this step is to make an informed decision at the

appropriate level. Remember, if you have the authority to accept the risk, you may need to document the reasons for your decision.

Step 3

Take Proper Action. Implement the best options to mitigate risk. If others are involved, make sure they fully understand the potential risk and proper actions they



must take. When you are done with the activity, take a few minutes to review your thought process. If your ACT process worked, remember the options you used to lessen the risk factors and use them again. If your ACT process didn't work as well as planned, think about how you might improve the situation the next time. ▶

Editor's note: Draft Revision to AFPAM 90-902 submitted by ACC/SEF.