Hazard Register

One hazard per row, written as it was seen and where it was seen. Keep hazards already under control on the list. Every row has one owner and a next review date. Use it with the guide Hazard Register: What to Record & When the Law Requires One.

Business, site or portfolio

Register owner (one person)

Reviewed on (cycle)

Ref	Found (DD/MM/YYYY) and reported by	Site and exact location	Hazard as observed	Source	Harm, likelihood, level of risk	Control in place now, and its level	Further control needed	Owner (one named person)	Due and completed dates	Evidence, next review, linked register
EX1	10/10/2026, cleaning contractor	Office building: level 14 east stair, roof hatch ladder	Top rung moves at the left fixing when stood on	Contractor	Fall from ladder; possible; high	Hatch locked, note on stair door (isolation)	Replace rung fixing	Facilities manager	Due 13/10/2026	Work order ref; quarterly roof inspection; none
EX2	08/10/2026, forklift operator at toolbox talk	Distribution centre: dock apron, doors 5 to 9	Visiting drivers walk the apron between forklifts and trailers during loading	Near miss	Struck by forklift; likely; high	Driver waiting room off the apron (isolation); painted zone as back-up	Tell the carrier; add to driver site rules	Warehouse manager	Due 22/10/2026	Photo of zone; monthly inspection; none

Feeding & Reviewing the Register

The sources and triggers below follow Safe Work Australia's model Code of Practice: How to manage work health and safety risks (November 2024) and the model WHS Regulations as at 5 December 2025. Victoria has its own Act and Regulations, and other jurisdictions have variations: check your own before quoting a regulation number.

Where hazards come from

- [ ] Inspections: walk the site and watch how work is actually done.
- [ ] Workers: problems met on the job, and near misses nobody reported.
- [ ] Records: incidents, near misses, workers' compensation, complaints, sick leave, turnover, past inspections.
- [ ] Supply chain: suppliers and those who commission your services.
- [ ] Contractors and tenants: lift, fire services, cleaning, visiting drivers.
- [ ] Psychosocial hazards: offer an anonymous way to report.

Open the register outside the cycle

- [ ] A control is not controlling the risk so far as is reasonably practicable (a monitoring result, or a notifiable incident caused by the risk).
- [ ] Before a change at the site: a fit-out, a new tenant, new plant, a new racking layout.
- [ ] A new hazard or risk is identified.
- [ ] Consultation says a review is needed.
- [ ] A health and safety representative requests a review under regulation 38.
- [ ] After any incident or near miss.

Write a row someone can act on

- [ ] One hazard per row, written as observed, not as a category.
- [ ] A location a contractor who has never been there could find.
- [ ] Keep hazards already under control on the list.
- [ ] One owner with the authority to fix it, not a team or an inbox.
- [ ] Make-safe the same day where there is immediate or significant danger.
- [ ] Evidence that the control exists, and a next review date.

Registers the model Regulations name

- [ ] Hazardous chemicals register (regulation 346): every hazardous chemical used, handled or stored, with its current safety data sheet, kept up to date and accessible.
- [ ] Asbestos register (regulation 425): kept by the person with management or control of the workplace; not needed for a building constructed after 31 December 2003 where no asbestos has been identified and none is likely to be present from time to time.
- [ ] Some hazards need written records too, such as a confined space risk assessment (regulation 66).
- [ ] Add one row here that points to each register you hold.

Review sign-off

Date (DD/MM/YYYY)	Rows added	Rows closed	Reviewed by