Listed below are five steps to follow when completing the hazard register(s).

A risk or hazard register is where you record the information from the risk management process. For each identified hazard the following information should be recorded:

- description of the hazard
- the harm the hazard could cause
- the likelihood the harm would occur
- the level of risk
- the effectiveness of current controls
- what further controls are needed
- how the controls will be implemented – by whom and by when
- review date

**Step 1**
Describe the hazard
eg, loose light fitting

**Step 2**
State the location of the hazard
eg, Classroom 2, plug beside exit door

**Step 3**
Rate the risk
eg, 1 = Low (unlikely to cause harm)
3 = High (will cause a notifiable event)

**Step 4**
Recommend the control measure
Eliminate – repair/remove
**Note:** if you can’t do either of these minimize by substituting, isolating, engineering control, administrative control, Personal Protective Equipment

**Step 5**
Obtain authorisation for the control measure and implement

**Step 6**
Monitor and review