

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 cant 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