

Date:

Company

Site Name

Complete pre-start  Onsite



**SITESAFE**

# Site/Job Hazard and Risk Register

This Site/Job Hazard Register is used by the contractor (Party 2) and relates to site or job-specific hazards only. It does not replace a company's overarching Health and Safety Hazard Register. This document relates to any activities, procedures, processes or equipment that a contractor brings to the site, or is working on. To successfully complete this register, you must also use the Risk Assessment Matrix and Hierarchy of Controls (overleaf).

<b>Identified hazard or harm</b> <i>e.g. Trip hazard on top step</i>	<b>What is the initial risk assessment?</b> <i>Use risk assessment matrix</i>	<b>Controls</b> <i>e.g. Build a ramp</i>	<b>Level of control</b> <i>Use hierarchy of controls table</i>	<b>What is the residual risk assessment?</b> <i>Use risk assessment matrix</i>	<b>For discussion at a toolbox talk/safety meeting?</b>	
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No
					Yes	No

# Risk Assessment Matrix

Consider the likelihood of a hazardous event occurring

Consider the severity of injury/illness

	Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
Catastrophic (e.g fatal)	Moderate	Moderate	High	Critical	Critical
Major (e.g Permanent Disability)	Low	Moderate	Moderate	High	Critical
Moderate (e.g Hospitalisation/Short or Long Term Disability)	Low	Moderate	Moderate	Moderate	High
Minor (e.g First Aid)	Very Low	Low	Moderate	Moderate	Moderate
Superficial (e.g No Treatment Required)	Very Low	Very Low	Low	Low	Moderate

Most effective



Least effective

## ELIMINATE:

- 1 Eliminate the hazard**  
remove it completely from your workplace
- If this isn't reasonably practicable, then...

## MINIMISE:

- Substitute the hazard**  
(wholly or partly) with a safer alternative
  - 2 Isolate the hazard**  
using physical barriers, time or distance
  - Use engineering controls**  
adapt tools or equipment to reduce the risk
- Minimise the risk, so far as reasonably practicable, by taking 1 or more of these actions that is the most appropriate
- 3 Use administrative controls**  
develop methods of work, processes and procedures
  - 4 Use personal protective equipment (PPE)**  
this is the last option after you have considered all the other options for your workplace
- If a risk then remains, you must minimise the remaining risk, so far as reasonably practicable
- If a risk then remains, you must minimise the remaining risk by using PPE