Hazard & Risk Register (Template)

PCBU / Company: _____

Site Address: _____

Prepared by: _____ Date: _____

Review: Review whenever the work, the hazards or the controls change

This register is built around the General Risk and Workplace Management Regulations 2016: identify the hazards (reg 5), control them using the hierarchy of control measures (reg 6), and maintain the controls so they stay effective (reg 7). Fill in a block for each hazard on your site.

How to use this register

- List every hazard your work could create or be exposed to on this site
- For each hazard, write the controls in reg 6 order: eliminate first; then substitute, isolate or use engineering controls; then administrative controls; then PPE last
- Rate the residual risk after the controls, and name who is responsible
- Review the register whenever the work or the hazards change

Hazard 1

- **Hazard:** _____
- **Who could be harmed:** _____
- **Controls (reg 6 order):** _____
- **Residual risk (High / Medium / Low):** _____
- **Responsible:** _____

Hazard 2

- **Hazard:** _____
- **Who could be harmed:** _____
- **Controls (reg 6 order):** _____
- **Residual risk (High / Medium / Low):** _____
- **Responsible:** _____

Hazard 3

- **Hazard:** _____
- **Who could be harmed:** _____
- **Controls (reg 6 order):** _____
- **Residual risk (High / Medium / Low):** _____

- **Responsible:** _____

Hazard 4

- **Hazard:** _____
- **Who could be harmed:** _____
- **Controls (reg 6 order):** _____
- **Residual risk (High / Medium / Low):** _____
- **Responsible:** _____

Notifiable work check

Tick any that apply and notify WorkSafe New Zealand at least 24 hours before the work starts:

- A person could fall five metres or more (not on a residential building of up to 2 full storeys, from a ladder only, or for minor or routine maintenance)
- Work in an excavation more than 1.5 metres deep, deeper than it is wide at the top, that a person has to enter
- Erecting or dismantling scaffolding from which a person could fall five metres or more
- Use of explosives