WHS DOCUMENTS & TEMPLATES

DOC-ARG-TPL · Asbestos Register Template

Product Overview

For: Australian businesses that manage or control an older workplace where asbestos is identified or presumed: owners, facilities and property managers, and WHS advisers

Version 1.0 · 15 November 2026

An Excel asbestos register that records every identified or presumed asbestos material, its condition, risk priority and control, flags overdue reviews and damaged or friable material, and keeps a review log; and a form for giving the register to contractors before work starts, with their acknowledgement.

The Asbestos Register (Excel) records each material in each location: the building and exact location, the material or product, friable or non-friable, condition, identified or presumed, the sample or analysis reference, the date identified, the risk priority, the control or action, whether it is labelled, the next review and who is responsible. Dropdowns keep the entries consistent; overdue reviews, poor or damaged material and priority 1 items show red, and friable material and missing labels amber.

Three more sheets hold the review log, the areas not inspected (presumed to contain asbestos) and a record of who the register was given to. The Asbestos Register Sharing and Sign-off Form (Word and PDF) takes a contractor through the entries for their work area before they start, agrees any controls for work near asbestos, and records their acknowledgement.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Excel asbestos register: every identified or presumed material with condition, priority and control, dropdowns, flags, a review log, areas not inspected and who it was given to	02_TEMPLATE/Asbestos Register.xlsx
Asbestos register sharing and sign-off form: the entries for the work area, checks before work, agreed controls and the contractor's acknowledgement	02_TEMPLATE/Asbestos Register Sharing and Sign-off Form.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Facilities and property managers responsible for older buildings

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SAMPLE · Asbestos Register Template · Buy the full editable version:
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How to Use This Template

How to complete, adapt and keep the asbestos register template

1 What this template is for

An asbestos register records where asbestos is, or is presumed to be, at the workplace: what it is, whether it is friable, its condition and what is being done about it. It tells anyone about to work on the building, plant or fittings what they could disturb, before they start.

The register is a record, not a control. The controls are what it leads to: leaving material undisturbed and labelled, enclosing or sealing it, removing it, and checking the register before every job. A register nobody reads protects nobody.

2 How to use it

Step	What to do
1	Have a competent person inspect the workplace and identify all asbestos and asbestos-containing material, so far as is reasonably practicable, including areas such as ceiling spaces and wall cavities where it is likely to be.
2	Record each material in each location on its own row of the register. Where material cannot be confirmed, or an area could not be reached, presume it contains asbestos and record it, with the area on the Not Inspected Areas sheet.
3	Record its condition, whether it is friable, and its risk priority, and choose the control: remove where reasonably practicable, otherwise enclose or seal, or leave it in place and monitor it while it is in good condition and will not be disturbed.
4	Label asbestos, or its location, where reasonably practicable, and record whether each item is labelled.
5	Keep the register at the workplace, and tell workers and health and safety representatives where it is and how to read it.
6	Before any work on the building, plant or fittings, go through the entries for the work area with whoever will do it, using the sharing and sign-off form, and record it on the Register Given To sheet.
7	Review the register at least every five years, and whenever asbestos is found, removed, disturbed, sealed or enclosed, before demolition or refurbishment, and when the asbestos management plan is reviewed. Record each review on the Review Log.
8	If management or control of the workplace passes to someone else, give them the register.

Make it work, not just exist

- Use the same Item ID on the register, the label and any photo or floor plan, so an entry can be found on site in a minute.
- Read the flags each month: red items are the ones to act on first, and an overdue review means the register may no longer match the site.
- Never let 'not on the register' mean 'not asbestos'. Areas not inspected are presumed to contain it until they are checked.

SAMPLE

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Asbestos Register Sharing and Sign-off Form

Give the asbestos register to a contractor before work starts, show the entries for the work area, and record their acknowledgement

Site		**Site address**	
Contractor (company)		**Contractor's supervisor (name, phone)**	
Work to be done		**Where the work will be done**	
Date work starts		**Register version or last review date**	

How to use it

- Complete this form with the contractor before their work starts, at the site or before they arrive. The asbestos register is kept at **[Register location]**; offer the contractor the whole register, and go through the entries for the area of their work.
- List each register entry in or near the work area in part 1, with the areas not inspected nearby. If the work could disturb any of them, agree the controls in part 3 before work starts, or arrange for the asbestos to be removed first.
- The contractor's representative signs the acknowledgement, and tells their workers before they start. Keep the signed form, and record it on the Register Given To sheet of the register.

1 Register entries in or near the work area

From the Asbestos Register and its Not Inspected Areas sheet.

Item ID	Location	Material or product	Friable or non-friable	Condition	Control or action

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Asbestos Register Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An Excel asbestos register that records every identified or presumed asbestos material, its condition, risk priority and control, flags overdue reviews and damaged or friable material, and keeps a review log; and a form for giving the register to contractors before work starts, with their acknowledgement.

What the full product contains

- **Excel asbestos register: every identified or presumed material with condition, priority and control, dropdowns, flags, a review log, areas not inspected and who it was given to**
  02_TEMPLATE/Asbestos Register.xlsx
- **Asbestos register sharing and sign-off form: the entries for the work area, checks before work, agreed controls and the contractor's acknowledgement**
  02_TEMPLATE/Asbestos Register Sharing and Sign-off Form.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/asbestos-register-template

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