WHS DOCUMENTS & TEMPLATES

DOC-RSA-TPL · Risk Assessment Template and Register

Product Overview

For: Australian businesses of any size: owners, managers, supervisors, WHS advisers and health and safety representatives

Version 1.0 · 15 November 2026

A written risk assessment for any task, and an Excel risk register that rates every risk automatically, both on the same 5x5 risk matrix, with clear scales, rules for rating and the hierarchy of control.

Break the task into steps, name what could go wrong and who could be hurt, rate the risk from the controls actually in place, and add further controls, most effective first. The template ends with a clear decision (go ahead, go ahead once the controls are in, or stop and escalate) and sign-off, and its last pages hold the risk matrix, the scales and the hierarchy of control, so the person assessing has everything on paper.

The Excel register holds every risk in one place: the current risk and the risk after further controls calculate from the matrix, Extreme and High risks show red and amber, overdue actions show red, and dropdowns keep the entries consistent. A worked example shows how a row is filled in.

The matrix is built so a catastrophic or major consequence is never rated Low or Medium, and a control nobody has checked gets no credit.

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 risk register: current and residual risk calculated from the matrix, dropdowns, overdue actions flagged, a worked example	02_TEMPLATE/Risk Register.xlsx
Risk assessment template: the task step by step, hazards, controls, ratings, further controls, decision and sign-off, with the risk matrix	02_TEMPLATE/Risk Assessment Template.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

- Small and medium businesses that need a simple, sound risk assessment and register
- Supervisors and team leaders who assess tasks with their workers

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How to Use This Template

How to complete, adapt and keep the risk assessment template and register

1 What this template is for

A risk assessment is a thinking tool. It helps the people who do the work find what could go wrong, check the controls that are there, and decide what else is needed. The form is not the control: the guard, the barrier, the isolation and the supervision are.

Use the template for a written assessment of one task, activity or item of plant. Use the register to keep every risk in one place, rated the same way, with the actions to reduce it and who owns them.

2 How to use it

Step	What to do
1	Choose the task, and get the people who do it together, with their health and safety representative if there is one.
2	Watch the task, or walk through it, and break it into steps.
3	For each step, write what could go wrong and who could be hurt. Look at the plant, the substances, the environment, the people and how the work is organised.
4	Write the controls already in place, and check each one is there and working. A control nobody has checked gets no credit.
5	Rate the consequence first (the most realistic outcome if it goes wrong), then the likelihood from the controls in place, and read the rating from the matrix.
6	Add further controls, most effective first: eliminate the hazard if you can; then substitute, isolate or engineer; then administrative controls and PPE.
7	Decide: go ahead, go ahead only once the further controls are in place, or stop and escalate. Sign it off.
8	Enter each risk in the register, give each action an owner and a date, and follow it up until it is done and checked.

Make it work, not just exist

- Assess the specific scenario ('forklift strikes a worker at the dock'), not the category ('vehicles').
- Ask how fast it would go wrong. If there is no time to react, training and PPE cannot save anyone.
- Go and look. A rating made at a desk is a guess.

3 Who does what

Who	What they do
Supervisor or person in charge of the work	Leads the assessment with the workers, and makes sure the controls are in place before work starts
Workers and HSRs	Say how the work is really done, what goes wrong, and whether the controls work
Manager	Approves the assessment, provides what the further controls need, and decides on any Extreme or High risk
The person who looks after WHS	Keeps the register, checks actions are closed, and reviews the register each quarter

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Risk Assessment Template

A written risk assessment for one task, activity or item of plant

Task or activity		**Work area or site**	
Assessed by		**Date**	
Workers and HSRs consulted		**Review date**	

How to use it

- Break the task into steps. For each step, name the hazards: what could go wrong, and who could be hurt.
- Rate the risk from the controls actually in place and checked, using the risk matrix on the last page. Rate the consequence first, then the likelihood.
- Add further controls, most effective first, until the risk is as low as is reasonably practicable. Enter the result in the risk register.
- The first row is an example. Delete it before you start.

1 The task, step by step

Step	What is done	Hazards: what could go wrong, and who could be hurt	Controls in place (checked?)	C	L	Rating
e.g.	Unload pallets from the truck with the forklift	Forklift strikes a worker walking behind it at the dock: dock workers, drivers	Painted walkway; reversing alarm; licensed operator (not checked this month)	5	3	Extreme
1						
2						
3						
4						
5						
6						
7						
8						

C: consequence (1 Insignificant to 5 Catastrophic). L: likelihood (1 Rare to 5 Almost certain). Rating: Low, Medium, High or Extreme, from the matrix.

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Risk Assessment Template and Register

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A written risk assessment for any task, and an Excel risk register that rates every risk automatically, both on the same 5x5 risk matrix, with clear scales, rules for rating and the hierarchy of control.

What the full product contains

- **Excel risk register: current and residual risk calculated from the matrix, dropdowns, overdue actions flagged, a worked example**
  02_TEMPLATE/Risk Register.xlsx
- **Risk assessment template: the task step by step, hazards, controls, ratings, further controls, decision and sign-off, with the risk matrix**
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  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

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