<table>
<thead>
<tr>
<th>Business name:</th>
<th>In attendance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conducted by:</td>
<td></td>
</tr>
<tr>
<td>Location of hazard:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

What is the hazard?

What are the risks associated with the hazard?

People/person who may be affected by the hazard:

What has already been done to control the hazard?
*(Note: leave this section blank if nothing has been done)*

Initial risk rating:  
- [ ] low  
- [ ] moderate  
- [ ] high  
- [ ] critical  
- [ ] catastrophic  
*(Note: further action needs to be taken if the initial risk rating for the hazard is higher than "low")*

What further action needs to be taken?  
*(eg. provide training, review of safe work procedure, provide manual task equipment, etc…)*

By when (date):

Residual risk rating:  
- [ ] low  
- [ ] moderate  
- [ ] high  
- [ ] critical  
- [ ] catastrophic  
*(Note: the residual risk rating should be "low" at this stage, if this is not the case, think of a more effective way to control the hazard)*

Completion date:  
Completed by: