

Hazard Management Plan Template

This template is designed to help organisations plan the best ways to **eliminate**, **isolate**, and **minimise hazards** that pose risks to the health and safety of volunteers, event participants, or employees.

The first three columns (type of hazard, potential harm, and risk matrix score) are a repeat of a simple hazard register. The remaining three columns guide preventative action.

First, identify ways to manage each risk.

- **Eliminate the hazard.** For example, remove risky items or contexts from the work site, or remove risky procedures from the activity.
- **Isolate the hazard.** For example, separate people from risky items and contexts (for example, with a physical barrier, a sufficient warning, or by choosing a different activity site), or follow a procedure that avoids risky behaviour.
- **Minimise the hazard.** For example, provide appropriate safety gear, training, buddy systems, or other measures that make an activity less risky.

Also identify any other necessary actions, and create a list of equipment that is required for the activity to proceed safely.

Identified significant hazard	Potential harm(s)	Risk matrix score	Eliminate Isolate Minimise	Other Action Required	Personal protection equipment (PPE) required

