

SET UP YOUR RISK ASSESSMENT/JSA.

PUT IT TO WORK.

A step-by-step guide to adapting your pre-filled Task Risk Assessment, also known as a Job Safety Analysis (JSA), to your workplace, with screenshots of every section, and how to use it once it's done.

ACME Industries Pty Ltd
ABN: 12 345 678 901 ADDRESS: Noosaville QLD 4566
PHONE: 07 5000 0000 EMAIL: admin@acme.example

Task Risk Assessment
ABN: 12 345 678 901 Address: 14 Example St, Noosaville QLD 4566 Phone: 07 5000 0000 Email: admin@acme.example

Department / Area: Warehouse - cold store **Persons Who May Be Affected:** Warehouse workers, delivery drivers, contractors

Risk Assessment #: RA-0014 **Site:** 22 Sample Rd, Noosaville QLD **Work Activity:** Cold Room and Freezer Work

NOTE: This risk assessment identifies the hazards associated with this task, the control measures ACME Industries Pty Ltd applies to them and any further actions required. All persons carrying out the task must have this risk assessment explained to them before the work starts. Where the task forms part of high risk construction work, a safe work method statement is also prepared for that work.

Prepared By: Sam Taylor, Supervisor **Signed & Dated:** S. Taylor 06/10/2026
Reviewed By: Alex Nguyen, Manager **Signed & Dated:** A. Nguyen 06/10/2026
Date Assessment Conducted: 06/10/2026 **Date to be Reviewed:** 06/10/2027, or when processes change, or an incident occurs

Personnel Responsible for Monitoring this Activity: Manager, Supervisor, Operator, Workers

Plant and Equipment Required for this Activity: Walk-in cold rooms and freezers, pallet jacks, forklifts, stock trolleys and cages, platform ladder, dock plate, temperature displays and alarms, duress alarm or two-way radio, torches, safety cutters, cleaning equipment and spill kit.

Hard Hat	Steel Cap Boots	Ear Protection	Eye Protection	Face Shield	Protective Gloves	Insulated Clothing	P2 Mask	Respirator	Harness	Sun Protection	High-Vis Clothing
☐	☒	☒	☒	☐	☒	☒	☐	☐	☐	☐	☒

Details of Maintenance Checks Required for this Activity: Cold room and freezer door hardware, internal release handles, alarms, seals, strip curtains and internal lighting checked and recorded weekly; faults tagged and reported before the room is used. Pallet jacks, forklifts and trolleys inspected before each shift; electrical equipment and leads tested and tagged to AS/NZS 3760. Refrigeration systems and racking inspected on schedule by a competent person.

Materials Used: Chilled and frozen stock, cartons, pallets and shrink wrap, food-grade cleaning and sanitising chemicals, dry ice and

Before you start, have these handy

- ✓ Your business name, ABN, address, phone and email
- ✓ Your logo as a PNG or JPG file (optional)
- ✓ The site or area where the task is done
- ✓ Some time with the workers who do the task

START HERE

HOW YOUR RISK ASSESSMENT/JSA WORKS

A task risk assessment, often called a Job Safety Analysis or JSA, breaks a job into steps, sets out what can go wrong at each step, rates how serious the risk is, and records the controls your workers use to stay safe.

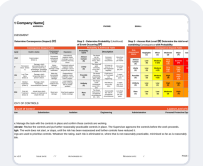
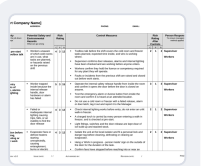
It's how you show you've identified the hazards in your work and are managing them. Clients, councils, insurers and head contractors often ask for one before work starts.

Doing high risk construction work? That work needs a Safe Work Method Statement (SWMS). Use a SWMS for those jobs and this risk assessment for everything else.

Your template is pre-filled, not finished.

The hazards, controls and risk ratings are written for how this task is usually done. They're a strong starting point, but only you know how *your* workers do the job, with *your* equipment, at *your* workplace. Check every section and change anything that doesn't match.

WHAT'S INSIDE YOUR RISK ASSESSMENT/JSA

					
Page 1 Business and task details, sign-off, PPE	Page 2 SDS, codes, qualifications and training	Risk matrix How the risk ratings are worked out	Risk assessment Each step, its hazards and controls	Site specific and action plan Your extra hazards and what's still to do	Sign-off Worker sign-on and consultation record

SEVEN STEPS TO A RISK ASSESSMENT/JSA THAT'S READY TO USE

- 1 Add your business details and logo**
Do this once and save a master copy
- 2 Fill in the assessment details**
Area, who's affected, who prepared it, PPE
- 3 Set codes, qualifications and training**
Page 2 of your risk assessment
- 4 Check the hazards, controls and ratings**
Make them match how you work
- 5 Add site hazards and consult workers**
What's different about your workplace?
- 6 Record further actions**
Anything not yet in place goes in the action plan
- 7 Sign off and put it to use**
Brief the team, keep it handy, review it

STEP 1

ADD YOUR BUSINESS DETAILS AND LOGO

Open your risk assessment in Microsoft Word or Google Docs. These details sit on page 1 and in the header at the top of every other page.

1

[INSERT COMPANY NAME]
Task Risk Assessment

2

PLACE YOUR LOGO HERE

3

ABN:	Address:	Phone:	Email:
Department / Area:	Persons Who May Be Affected:		
Risk Assessment #:	RA-XXXX	Site:	Work Activity: Cold Room and Freezer Work

Page 1 of your risk assessment

1 Replace [INSERT COMPANY NAME]

Click on the placeholder text and type your business name. It also appears in the NOTE paragraph below the details, so replace it there too. In Word, *Find and Replace* (Ctrl+H) changes every one at once.

2 Swap in your logo

Word: right-click the "Place your logo here" image and choose *Change Picture > From a File*. **Google Docs:** click the image, then *Replace image*. No logo? Delete the placeholder.

3 Add your ABN, address, phone and email

Click in the space just to the right of each label and type the details.

4

[Insert Company Name]
ABN: ADDRESS: PHONE: EMAIL: PLACE YOUR LOGO HERE

The header on page 2 and every page after it

4 Update the header once, and it updates every page

Word: double-click the header area at the top of page 2 to open it. Replace the company name, fill in the details and swap the logo the same way as step 2. Double-click the page body to close the header.

Google Docs: click into the header and edit it directly.

ACME Industries Pty Ltd
Task Risk Assessment



ABN: 12 345 678 901 Address: 14 Example St, Noosaville QLD 4566 Phone: 07 5000 0000 Email: admin@acme.example

Department / Area:	Warehouse - cold store	Persons Who May Be Affected:	Warehouse workers, delivery drivers, contractors
Risk Assessment #:	RA-0014	Site:	22 Sample Rd, Noosaville QLD
Work Activity:	Cold Room and Freezer Work		

How it looks once your details and logo are in

Save a master copy. Once your details and logo are in, save the file as your master, for example *Cold Room Risk Assessment - MASTER.docx*. If you do the task at more than one site, open the master and use *Save As* for each one.

STEP 2

FILL IN THE ASSESSMENT DETAILS

Still on page 1. This tells anyone reading it what task and area it covers, who could be affected, who wrote it and what PPE is needed.

A	Department / Area:		Persons Who May Be Affected:	
	Risk Assessment #: RA-XXXX	Site:	Work Activity:	Cold Room and Freezer Work
NOTE: This risk assessment identifies the hazards associated with this task, the control measures [INSERT COMPANY NAME] applies to them and any further actions required. All persons carrying out the task must have this risk assessment explained to them before the work starts. Where the task forms part of high risk construction work, a safe work method statement is also prepared for that work.				
B	Prepared By:		Signed & Dated:	
C	Reviewed By:		Signed & Dated:	
D	Date Assessment Conducted: //		Date to be Reviewed: //, or when processes change, or an incident occurs	
E	Personnel Responsible for Monitoring this Activity: Manager, Supervisor, Operator, Workers			
F	Plant and Equipment Required for this Activity: Walk-in cold rooms and freezers, pallet jacks, forklifts, stock trolleys and cages, platform ladder, dock plate, temperature displays and alarms, duress alarm or two-way radio, torches, safety cutters, cleaning equipment and spill kit			
	Hard Hat 	Steel Cap Boots 	Ear Protection 	Eye Protection 
	☐	☒	☒	☒
	Face Shield 	Protective Gloves 	Insulated Clothing 	P2 Mask 
	☐	☒	☒	☐
	Respirator 	Harness 	Sun Protection 	High-Vis Clothing 
	☐	☐	☐	☒
	Details of Maintenance Checks Required for this Activity: Cold room and freezer door hardware, internal release handles, alarms, seals, strip curtains and internal lighting checked and recorded weekly; faults tagged and reported before the room is used. Pallet jacks, forklifts and trolleys inspected before each shift; electrical equipment and leads tested and tagged to AS/NZS 3760. Refrigeration systems and racking inspected on schedule by a competent person.			
	Materials Used: Chilled and frozen stock, cartons, pallets and shrink wrap, food-grade cleaning and sanitising chemicals, dry ice and			

- A Area, who's affected, number and site**
 Add the department or area where the task is done, and everyone who could be affected, such as workers, contractors, visitors or customers. Give each risk assessment its own number, for example RA-0014, so you can track versions. Add the site address and check the work activity describes what you actually do.
- B Prepared by and reviewed by**
 The person who prepared the risk assessment and the person who reviewed it, usually a supervisor and a manager. Both sign and date.
- C Dates**
 The date the assessment was done, and when it's due for review. Twelve months is a common choice, but review sooner if anything changes.
- D Who monitors the work, and the plant used**
 Edit the roles to match your business. List all plant, tools and equipment used for this task.
- E Tick the PPE**
 Tick every box for PPE workers must wear. In Word, click the box to tick it. In Google Docs, delete the box and type an X.
- F Maintenance checks and materials**
 Check the maintenance checks match what you do with this equipment. List any materials or substances used, or write "Nil".

Leave the NOTE paragraph as it is, apart from adding your business name. It explains what the risk assessment covers and that workers must have it explained to them before they start.

STEP 3

SET THE CODES, QUALIFICATIONS AND TRAINING

Page 2 covers the laws and standards that apply, and what workers need before they start the task.

	cold packs where used for cold chain transport.
A	SDS Required? (Yes / No) Yes ☒ No ☐
B	Relevant Codes of Practice and Standards: [INSERT RELEVANT CODES/STANDARDS] AS/NZS 5149.1 to AS/NZS 5149.4 - Refrigerating systems and heat pumps - Safety and environmental requirements. AS 4084.2 - Steel storage racking - Operation and maintenance. AS/NZS 3760 - In-service safety inspection and testing of electrical equipment.
C	Personnel Qualifications Required for this Activity: Relevant state certification for task has been undertaken or plant being operated Workers trained and assessed as competent in this site's cold room and freezer entry procedure. Forklift operators to hold a current High Risk Work Licence (Class LF, or LO for an order picker). Work on fluorocarbon refrigeration systems is done only by a technician holding a current ARC Refrigerant Handling Licence of the correct class; work on ammonia, CO2 or hydrocarbon plant is done only by a technician with documented competency for that refrigerant. Electrical work is done only by a licensed electrician.
D	Specific Training Required for this Activity: All personnel to have completed a Site Induction. Must be trained in this risk assessment and have all relevant certification for this task. All personnel to have completed a site induction and be trained in this risk assessment. Cold environment training: recognising cold stress and hypothermia, wind chill from fan discharge, work and rest rotation, correct layered clothing, and use of the internal door release and emergency alarm. Manual handling training, safe use of safety cutters, and chemical handling training for the cleaning and sanitising products used. Emergency training covering freezer entrapment, first aid for cold injury, and refrigerant leak evacuation.

A SDS required?
Tick Yes if the task uses any hazardous chemicals. If so, keep the Safety Data Sheets where workers can get to them.

B Codes of practice and standards
Replace the placeholder with the WHS or OHS Act, Regulations and Codes of Practice for your state or territory. Copy them from the Legislation and Codes of Practice Reference List included with your purchase. Check the Australian Standards listed and remove any that don't apply.

C Qualifications
List any licences, tickets or certificates workers need, such as a high risk work licence, a driver licence class or a trade qualification.

D Training
List the training workers must complete before starting, such as a site induction and training in this task and the equipment used.

Licences are worth checking carefully.

If a step uses plant that needs a high risk work licence, such as a forklift, crane or elevating work platform over 11 metres, list the licence class here and record each worker's licence number on the sign-off page.

STEP 4

CHECK THE HAZARDS, CONTROLS AND RATINGS

This is the main body of your risk assessment and the part that matters most. Read it through with your own workplace in mind.

1	2	3	4	5	6
Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating C P R	Control Measures	Risk Rating After Controls C P R	Person Responsible To ensure management method applied
Daily pre-start and toolbox talk	Workers unaware of which cold rooms are in use, what tasks are planned, or hazards raised on the previous shift	4 3 12	- Toolbox talk before the shift covers the cold room and freezer tasks planned, expected time inside, and who is working where. - Supervisor confirms door releases, alarms and internal lighting have been checked and are working before anyone enters. - Workers confirm they hold the licence or competency required for any plant they will operate. - Faults or incidents from the previous shift are raised and closed out before work starts.	2 1 2	Supervisor Workers
Pre-entry checks of	Worker trapped inside because the	5 3 15	Operate the internal safety release handle from inside the room and confirm it opens the door before the door is closed on	3 1 3	Supervisor

How each row of the risk assessment works

- 1 Activity**
The task broken into steps, in the order they happen.
- 2 Hazards**
What can go wrong at that step.
- 3 Risk rating**
How serious the risk is before controls. C (consequence) x P (probability) = R (risk).
- 4 Control measures**
What workers do to make it safer. Read these most closely.
- 5 Rating after controls**
The risk once the controls are in place.
- 6 Person responsible**
Who makes sure each control is followed.

MAKE IT MATCH HOW YOUR TEAM WORKS

- ✓ **Remove** steps that don't apply. Select the row, right-click and choose *Delete Rows*.
- ✓ **Add** steps your workers do that aren't listed. Click in a row, right-click and choose *Insert > Rows Below*.
- ✓ **Edit controls** so they describe what your workers actually do, with your own equipment and procedures.
- ✓ **Re-rate** each row using the risk matrix on page 3. The ratings in the template are a guide only, so check they suit your workplace.

1 to 6 Low

Manage with the controls in place and check they're working

7 to 10 Moderate

Add further controls where you reasonably can. Supervisor approves before work goes ahead

11 to 25 High

Don't start, or stop, until further controls bring the risk down

Rating after controls. A control that makes an incident less likely lowers the *probability*. Only lower the *consequence* if the control makes the harm less severe. And a low score doesn't mean you stop: if you can reasonably do more, do it, starting at the top of the hierarchy of controls.

STEP 5

ADD SITE-SPECIFIC HAZARDS AND CONSULT YOUR WORKERS

No template can know your workplace. Use the Site Specific Hazards and Controls table near the end of your risk assessment for anything unique to how and where you do this task.

Site Specific Hazards and Controls									
Unloading deliveries during cold room work	• Forklift entering the cold room while workers are inside clearing ice	5	3	15	• Deliveries to the cold room are held until ice clearing is finished. A "Workers inside - no forklifts" sign is hung on the door and the forklift operator is told at pre-start.	5	1	5	Supervisor

Example: a filled-in site specific row

WALK THROUGH THE TASK AND ASK

- ✓ Are other workers, contractors, customers or the public nearby?
- ✓ Vehicles, forklifts or other mobile plant in the area?
- ✓ Heat, cold, poor lighting, noise or working alone?
- ✓ Chemicals or other hazardous materials in use or stored nearby?
- ✓ Any equipment, layout or process that's different from the usual way?
- ✓ Any client, landlord or site rules you need to follow?

Fill in each row the same way as the main risk assessment: the activity, the hazard, a rating, your controls, the rating after controls and who's responsible.

TALK TO THE WORKERS WHO DO THE TASK

Your workers know where the task goes wrong. Before you finalise the risk assessment, walk them through it and ask:

- ✓ Is this how we actually do the job?
- ✓ Is anything missing or out of order?
- ✓ Will these controls work in practice?

Make any changes they raise, then tick the two boxes in the **Worker Consultation and Participation** section and add the date. Consulting workers is a legal duty under WHS and OHS laws, and it gives you a risk assessment people will actually follow.

WORKER CONSULTATION AND PARTICIPATION

- ☒ Workers consulted in risk assessment development: Date: 06/10/2026
- ☒ Worker suggestions incorporated:

The Worker Consultation and Participation section, on the sign-off page

Need more rows? Click in the last row of the table, right-click and choose *Insert > Rows Below*. If you check and find nothing extra, write "No additional site hazards identified" and the date, so anyone reading it knows the check was done.

STEP 6

RECORD FURTHER ACTIONS IN THE ACTION PLAN

Reviewing the risk assessment often turns up a control you don't have yet: a guard to fit, training to book, a procedure to write. The action plan is where those go, so they get done.

A	B	C	D	E
Action Plan - Further Controls Required				
Further Control or Action Required	Related Activity or Hazard	Person Responsible	Due Date	Date Completed
Fit a second internal release handle to the rear freezer door	Pre-entry checks of doors, alarms and lighting	Facilities Manager	30/11/2026	
Install a person-inside indicator light outside the freezer door	Shutdown and securing at the end of the task	Facilities Manager	31/01/2027	

Record any control measure identified in this risk assessment that is not yet in place. Each action is assigned to a responsible person with a due date, and the risk assessment is reviewed once the action is completed.

Example: the action plan with two actions recorded

- A Further control or action**

What needs to be done, in plain words. One action per row.
- B Related activity or hazard**

Which step or hazard in the risk assessment it relates to, so anyone can follow it back.
- C Person responsible**

One named person or role who owns the action.
- D Due date**

A realistic date. Put the actions that reduce the highest risks first.
- E Date completed**

Fill this in when the action is done, then update the control measures and ratings in the main table.

MAKING THE ACTION PLAN WORK

Don't wait to act on high risks

If a step is rated High and the fix isn't in place yet, that step doesn't go ahead until it is, or until other controls bring the risk down.

Check it at your safety meetings

Run through open actions at toolbox talks or management meetings, and chase anything overdue.

Close the loop

When an action is done, add the new control to the main risk assessment, re-rate the row and brief workers on the change.

Nothing to add?

Write "No further actions identified" and the date, so anyone reading it knows the review was done.

STEP 7

SIGN OFF AND PUT IT TO USE

A risk assessment only works if the people doing the task know what's in it and follow it.

SIGNOFF

We the undersigned, confirm that the risk assessment nominated above has been explained and its contents are clearly understood and accepted. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand the controls in this risk assessment must be applied as documented; otherwise work is to cease immediately.

Name	Qualification Required for this Activity	Signature	Date	Time	Licence or Ticket Number and Expiry (if applicable)
Sam Taylor	Cold room entry training	S. Taylor	06/10/26	7:00am	LF 0123456, 03/2028
Jordan Lee	Cold room entry training	J. Lee	06/10/26	7:00am	N/A

The sign-off page, filled in

1 Every worker signs before starting

Explain the risk assessment at a toolbox talk or team meeting. Each worker then signs, confirming they understand it and their qualifications are current. New starters are briefed and sign before they do the task.

VERSION: V1.0

ISSUE DATE: / /

AUTHORISED BY:

REVISION DATE: /

PAGE 2 OF 10

The footer on every page: update the version, issue date, who authorised it and the revision date whenever you change the risk assessment

USING YOUR RISK ASSESSMENT EVERY DAY

Keep it where workers can find it

Printed in the work area, in your safety folder or on a shared drive, it needs to be easy to get to for workers, supervisors and anyone who asks to see it.

Check the work matches

Supervisors should check the controls are being followed. That's what the "Person Responsible" column is for.

Stop if it doesn't fit

If the task can't be done the way the risk assessment says, stop, review it, update it and re-brief workers before starting again.

Keep your records

Keep the current version and every earlier version, with the sign-off pages. They show what was in place and when.

WHEN TO REVIEW YOUR RISK ASSESSMENT/JSA

1

Every 12 months

Check it still matches current WHS or OHS laws and how you do the task.

2

When something changes

New equipment, a new process, a new location or a change to the task.

3

After an incident or near miss

Find out what went wrong and update the controls.

4

When a worker raises a concern

If a control isn't working, fix the risk assessment, not just the job.

After any update, change the version number and revision date in the footer, and brief your workers on what's changed.

QUICK CHECKLIST: IS YOUR RISK ASSESSMENT/JSA READY?

- | | |
|---|--|
| ☐ Business name, ABN, contact details and logo added (page 1, NOTE and header) | ☐ Qualifications and training completed |
| ☐ Area, persons affected, number and site filled in | ☐ Steps, controls and ratings match how your team does the task |
| ☐ Prepared by and reviewed by completed, signed and dated | ☐ Site specific hazards added |
| ☐ Plant, equipment and PPE match what's used | ☐ Further actions recorded in the action plan |
| ☐ Codes of practice for your state or territory listed | ☐ Workers consulted and their input included |
| | ☐ Every worker briefed and signed before starting |

Need a hand?

Get in touch through the Everything OHS website at workplace-safety.com.au and we'll help you get your risk assessment sorted.

Disclaimer: We cannot, and do not, give you legal or any other professional advice. While every reasonable effort has been made to ensure that the information we provide is comprehensive, accurate and clear, it may not cover your particular circumstances. Only you are aware of the purpose for which you intend to apply a product or service you order from us. For this reason we provide this to you on an "as is" basis, and it does not constitute legal or professional advice of any kind. If you do require personalised legal or professional advice we recommend that you consult a suitably qualified person. If you think you may have noticed any error or omission, please let us know through the Everything OHS website.