



Risk Prioritization Matrix Template

Risk Prioritization Matrix Template

Complete

Score	10 / 17 (58.82%)	Flagged items	3	Actions	0
Name of reviewer	Marcus Delacroix				
Position / role	Senior health and safety officer				
Project or assessment scope	Annual Workplace Risk Assessment				
Date of assessment	07.05.2026				
Location / site	9 Young St, Sydney NSW 2000, Australia (-33.86272570000001, 151.2110656)				
Review period covered	07.05.2026 17:00 PST				
Risk framework applicable	ISO 31000				

The next page contains the risk scoring register. List each identified risk with a specific description. Score Likelihood (1-5) and Impact (1-5) and manually multiply to get the Risk Rating.

Assign a priority level based on the rating: Low (1-5), Medium (6-12), High (13-19), Critical (20-25). Every risk rated Medium or above must have a named owner and a recommended action recorded before this matrix is signed off.

Record the agreed Recommended Action: Avoid, Reduce, Transfer, or Accept. Use the Evidence / Notes column to capture photo evidence, control details, or context that informed the rating.

Flagged items

3 flagged

Section 2: Escalation Gates

Does every open risk in the register have a review date set?

No

Our floor supervisor is on leave for now. Will update ASAP!

Section 3: Risk Treatment Verification

Is a transfer mechanism documented for every risk where the Recommended Action is Transfer?

No

No insurance certificate or contractor agreement has been attached to support it.

Section 3: Risk Treatment Verification

Are risks marked Accept formally acknowledged by the responsible risk owner?

No

The Floor Supervisor is currently on leave and hasn't formally signed off on the accepted risks yet.

Section 1: Risk Scoring Register

4 / 8 (50%)

Risk Description	Likelihood (1-5)	Impact (1-5)	Risk Rating	Priority Level	Risk Owner	Recommended Action	Evidence / Notes
1 Forklift collision with pedestrians in loading bay	4	5	20	Critical	Warehouse Manager		
2 Manual handling injuries from heavy lifting	4	3	12	High	Floor Supervisor		
3 Slip/trip hazards from wet or uneven flooring	3	3	9	Medium	Site Safety Officer		
4 Noise exposure from machinery during standard operations	2	2	4	Low	HSE Officer		

Section 2: Escalation Gates

1 flagged, 2 / 3 (66.67%)

Is every risk rated Critical or High assigned to a named owner with a documented treatment action?

Yes

Is every risk rated Critical escalated to senior leadership and documented?

Yes

Does every open risk in the register have a review date set?

No

Our floor supervisor is on leave for now. Will update ASAP!

Section 3: Risk Treatment Verification

2 flagged, 3 / 5 (60%)

Confirm that a recommended action is recorded for every risk in the register and that treatment documentation is complete before sign-off.

Does every risk rated Medium or above have a Recommended Action recorded (Avoid, Reduce, Transfer, or Accept)?

Yes

Are specific controls or mitigation steps documented for every risk where the Recommended Action is Reduce?

Yes

Is a transfer mechanism documented for every risk where the Recommended Action is Transfer?

No

No insurance certificate or contractor agreement has been attached to support it.

Are risks marked Accept formally acknowledged by the responsible risk owner?

No

The Floor Supervisor is currently on leave and hasn't formally signed off on the accepted risks yet.

Is photo or documentary evidence captured for every risk rated High or Critical?

Yes

Completion Page

Submitting this template creates a timestamped audit record. Check all rows in the risk register before signing. Confirm every risk rated Medium or above has a named owner and a Recommended Action recorded. Confirm every Critical risk is escalated and documented.

Sections 2 and 3 responses are auto-saved and flagged items are captured automatically. Review any flagged items before signing. Any item answered No in Section 2 must be assigned to a named owner with a target closure date before this review is closed.

Reviewer sign-off

Marcus Delacroix
08.06.2026 15:45 PST

Supervisor / manager sign-off

Patricia Nguyen
08.06.2026 15:54 PST
