



# Hazard Reporting Form

Worksheet Developed by Easy HR Pty Ltd (ABN 67 100 061 747)

<http://www.easyhr.com.au>

**Use this form for reporting hazards within your workplace. A hazard is defined as anything, including work practices or procedures that are likely to harm the health or safety of a person, or cause damage to property.**

Name of Employee/Person Reporting Hazard: .....

Position / Title / Department: .....

Date Hazard Reported: ..... Time Reported: .....

Full Description Of Hazard .....

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Exact Location Of Hazard .....

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Why Is This A Hazard .....

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Immediate Action Taken By You To Prevent Incident .....

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Suggested Permanent Control Measure.....

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Risk Priority – Please Circle Appropriate Risk Score

How severely could it hurt someone Or How Ill Could It Make Someone	Very Likely Could Happen Any Time	Likely Could Happen Sometime	Unlikely Could Happen, But Very Rarely	Very Unlikely Could Happen, But Probably Never Will
Kill or Cause Permanent Disability	1	1	2	3
Long term Illness or Serious injury	1	2	3	4
Medical Attention and Several Days off Work	2	3	4	5
First Aid required	3	4	5	6

1 = Top Priority

6 = Lowest Priority – Do Something when Possible

**Investigators Use Only**

Date Hazard Investigated: ..... Time Investigated: .....

Investigator's Name: .....

Investigator's Position Title: .....

Investigator's Department: .....

Investigator's Notes: .....

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Investigator's Recommendations<sup>1</sup>: .....

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**Manager/Supervisor Use Only**

Reviewed By Safety Committee ?     No     Yes → Date: .....

Corrective Action To Be Taken	Review Date	Person Responsible
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

All Corrective Action Items Complete:     Yes → Date: .....

Feedback Provided To Person Reporting:     Yes → Date: .....

Manager/Supervisor Signature: .....

Manager/Supervisor Name: .....

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<sup>1</sup> Control measures should be determined in line with the Hierarchy of Control. Consideration of the possible control measures should continue down the hierarchy until a control measure or a combination of measures can achieve the required reduction in exposure.

- Elimination** - controlling the hazard at source.
- Substitution** - eg. replacing one substance or activity with a less hazardous one.
- Isolate** - eg. enclose hazard.
- Engineering** - eg. installing guards on machinery.
- Administration** - policies and procedures for safe work practices.
- Personal Protective Equipment** - eg respirators, ear plugs.

When deciding on the best way to control a risk, start at the top of the hierarchy of controls, i.e. investigate if the risk can be eliminated first, for example by changing the way the work is done, or by using safer substances or equipment. This is the most effective way to control a hazard. If these methods are not possible, use engineering or administrative controls to reduce or minimise the risk.