

Hazard Report

This form can be used by any person to report a health and safety hazard in the workplace.

Section 1 is to be completed by the reporter of the hazard.

Section 2 is to be completed by the workplace manager or supervisor.

SECTION 1

Workplace name	
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Reporting person details

Full name				
Employee ID (if applicable)				
Position / Occupation				
I am a / an	Employee	Contractor	Visitor	Other
Work phone		Mobile		

Reported on	Date:	Time:
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Hazard details

When was the hazard identified?	Date:	Time:
What is the hazard? <i>Describe the hazard/type/impact, consider the task, equipment, tools and people involved. Use sketches, if necessary.</i>		
What is the risk rating? <i>Refer to page 2</i>		
Where is the hazard located? <i>Give as much detail as possible.</i>		
How could the hazard cause damage or harm?		
What action has been taken? <i>List immediate corrective actions taken to eliminate or control the risk, for example room isolation or hazard tape.</i>		
What preventative action is recommended? <i>List any suggestions you may have for reducing or eliminating the problem, such as repair or maintenance work, task redesign, or improved procedures.</i>		

Referred to <i>Workplace manager or delegate.</i>	
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The risk rating of a hazard is based on the combination of likelihood, consequence, and amount of exposure to a hazard. The rating is to be recorded on page 1.

- a. To identify your risk rating, find where the severity and consequence intersect on the Risk Assessment Matrix.
- b. Take your risk rating and use the consequence table below to determine your priority for action.

Risk assessment matrix				
How serious could the injury be?	How likely is it to be that serious?			
	Very likely	Likely	Unlikely	Very unlikely
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6

Consequence		
1	Unacceptable	The risk is intolerable and cannot be justified. Consider elimination of the hazard, otherwise determine controls that are reasonably practicable to minimise the risk immediately.
2	Undesirable	The risk should be reduced. Action to rectify the hazard should occur within 48 hours.
3	Tolerable	Risk can be reduced unless further risk deduction is impracticable. Action to rectify hazard should occur within 7 days.
4		Risk can be reduced unless further risk deduction is impracticable. Action to rectify hazard should occur within 14 days.
5	Acceptable	Maintain controls to ensure risk remains at this level, monitor and review. Action to rectify hazard should occur within 21 days.
6		Maintain controls to ensure risk remains at this level, monitor and review. Action to rectify hazard should occur within 21 days.

Where the risk rating is **1 – unacceptable** or **2 – undesirable**, the form must be emailed to the Health, Safety and Staff Wellbeing Directorate at HSDIncidentReporting@det.nsw.edu.au to arrange on-the-ground support in addition to following your local WHS consultation arrangements. For full reporting requirements and guidance on identifying control actions (the hierarchy of health and safety risk controls), refer to the [Risk Management Procedure](#).

SECTION 2			
Action			
What action/s has been taken to resolve the hazard? <i>Describe the task, equipment, tools and people involved. Use sketches, if necessary. Include any action taken to ensure the safety of those who may be affected.</i>			
Has the hazard been eliminated or controlled?	Yes	No	
Has it been added to the WHS Risk Register?	Yes	No	
Workplace manager name		Date	
Signature			

If further consultation and risk assessment is required, complete a [risk assessment and management plan](#).