

Hazard Report Form

This form is for reporting hazards, complete this form if you notice a hazardous situation. Rectify the hazard immediately if you are able to do so and report what action you have taken. If unable to rectify the hazard, state what action you recommend and hand this report to OH & S Coordinator at the Morwell Office or email to: ohs@headwaygippsland.org.au

Details of Person Reporting Hazard			
First Name:		Family Name:	
Position			
Contact Number:			
Location			

Identify Hazard			
Address of Hazard:			
Date Hazard Identified:		Time Hazard Identified:	
Location of Hazard:			
Describe Hazard:			
Why/How is it a Hazard:			

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Assess the Risk

The risk rating of a hazard is based on the combination of likelihood, consequence and amount of exposure to a hazard.

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

Severity – is a measure of an injury, illness, incidents, or disease occurring. When assessing severity, the most severe category that would be most reasonably expected should be selected.

Likelihood – is defined as the potential that an accident will happen that may cause injury or harm to a person. When making assessment of likelihood, you must establish which of the categories most closely describes the probability of the hazardous incident occurring

Consequences Table

1 and 2 - Extreme risk; consider elimination of the activity. Otherwise determine controls that are reasonably practicable to minimise the risk.

3 and 4 - Moderate risk; determine controls that are reasonably practicable to minimise the risk.

5 and 6 - Low risk; manage by routine procedures

Corrective Action Plan – How do you recommend the hazard is controlled?

Actions recommended to be taken	By Whom	By When

