pointCPD

Hazard report form

Report it before it hurts someone

Anyone on site can complete sections 1 and 2. The supervisor completes the rest and must tell the person who reported the hazard what was done.

1. The hazard (anyone can complete)

Reported by		**Company**	
Date and time		**Site**	
Exact location			
Describe the hazard What could cause harm, and to whom			
Photo taken?		**Supervisor told (name)**	

Type of hazard

- ☐ Fall from height
- ☐ Falling objects
- ☐ Electrical
- ☐ Mobile plant or traffic
- ☐ Excavation or ground
- ☐ Hazardous substance or dust
- ☐ Manual handling
- ☐ Slip or trip
- ☐ Fire or hot work
- ☐ Unsafe equipment
- ☐ Public or neighbour
- ☐ Weather or heat
- ☐ Other: _____

2. Immediate action taken

What was done straight away Barricaded, tagged out, area cleared, work stopped			
By whom		**Time**	

3. Risk rating (supervisor)

Extreme or high: stop work in the area until controlled. Medium: fix within days. Low: fix as part of normal work.

Likelihood ↓ / Consequence →	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	M	H	H	E	E
Likely	M	M	H	H	E
Possible	L	M	H	H	E
Unlikely	L	L	M	H	H
Rare	L	L	M	M	H

E Extreme: do not start. Eliminate or redesign the task before any work.

H High: work only with higher-order controls in place and a supervisor sign-off.

M Medium: controls in place, monitored during the task.

L Low: manage by routine procedures.

Rating

Risk rating (L / M / H / E)		**Work stopped in area?**	

4. Permanent fix

Prefer eliminating, substituting, isolating or engineering the hazard out over procedures and PPE.

Action	Control type	Owner	Due	Done
EXAMPLE *Install edge protection to the stair void on level 1*	*Engineering*	*Carpenter*	*Today*	

5. Close-out

#	Check	Yes	No	N/A	Comments / action
1	Fix inspected and effective	☐	☐	☐	
2	SWMS, JSA or site rules updated	☐	☐	☐	
3	Crew told at a toolbox talk	☐	☐	☐	
4	Person who reported the hazard told the outcome	☐	☐	☐	
5	Hazard register updated	☐	☐	☐	

Sign-off

Closed out by		**Date**	