**Hazard Report Form**

|  |
| --- |
| **STEP 1. REPORT THE HAZARD** |
| Name (Print) of person reporting hazard. |  | Date & Time reported | \_\_\_/\_\_\_/\_\_\_ \_\_\_\_:\_\_\_\_  AM/PM |
| Where is the hazard? |  |
| **Describe the Hazard:** |  |
|  |
|  |
|  |
|  |
| **STEP 2. ASSESS THE RISK** | Think about what sort of injury the hazard could cause and how likely it is to occur. **Circle the appropriate level of risk** *(1 box only)* |
|  | **Very likely** | **Likely** | **Unlikely** | **Highly unlikely** |
| **Fatality** | **High** | **High** | **High** | Medium |
| **Major injury** | **High** | **High** | Medium | Medium |
| **Minor Injury** | **High** | Medium | Medium | Low |
| **Negligible injury** | Medium | Medium | Low | Low |
| **Control the hazard:** Using the Hierarchy of Controls, write down what you have put in place to reduce the risk of the hazard.  | **Hierarchy of Controls**1. **Eliminate** the hazard
2. **Substitute** with something that is less hazardous
3. **Isolate** the hazard from people
4. **Engineering** (guarding etc)
5. **Administration** (training, procedures)
6. **Personal Protective Equipment** (PPE)
 |
|  |
|  |
|  |
|  |
|  |

***Make the area safe (if able to do so), advise other staff members and notify your supervisor.***

Reporting person’s name (print & signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| *Supervisor’s Name (Print)* |  | **Date & Time**Contacted \_\_\_/\_\_\_/\_\_\_ \_\_\_\_:\_\_\_\_  AM/PM |