



HAZARD REPORT FORM

Worker to Complete

Name of person reporting hazard: _____ Phone No: _____
 Email address of person reporting hazard: _____
 Date of hazard: _____ Time(24hr clock): _____ Date first Reported: _____
 Site name: _____ Location No: _____
 Site address: _____
 Name of Site Manager: _____
 Location of hazard: _____
 Name of Health & Safety Representative: _____
 Description of hazard: _____
 What caused the hazard: _____
 What immediate action has been taken to control the hazard: _____
 Have others been advised of the hazard: YES NO Has the Hazard been resolved YES NO
 Name of witness: _____

Site Manager to Complete

Name of Person conducting the investigation: _____ Date of Investigation: _____
 Hazard Type (refer over page for further details):
 Biological Body Stressing Chemicals Environmental Mental Stress
 Other Physical Sound & Pressure Vehicle
 Use the WHS General Risk Matrix over page for risk assessment
 Consequence: _____ Likelihood: _____ Risk Rating: _____
 Risk controls must be implemented in accordance with the Risk Prioritisation Schedule (refer over page)
 What Hierarchy of Risk Controls has been implemented?
 Elimination Substitution Isolation Engineering Administrative Personal Protective Equipment
 Details of Corrective Action taken: _____
 Ensure Action is included on the Site's Corrective Action Log until it is resolved or contained.
 Does the hazard need Asset Services to attend? YES NO
 What Date will Corrective Action be taken? _____ Date Corrective Action was taken? _____
 To ensure the implemented corrective action does not introduce a further hazard, a further risk assessment is required.
 Consequence: _____ Likelihood: _____ Residual Risk Rating: _____
 If the hazard is a HIGH OR EXTREME risk, ensure hazard is included on the Site's Risk Register for monitoring and review
 Has the Hazard been resolved? YES NO
 If not, explain why: _____
 Has the Health & Safety Representative been notified of the outcome? YES NO Date Consulted: _____
 If no, why not? _____
 Has feedback been provided to the person reporting the hazard? YES NO Date Consulted: _____
 Site Manager Signature _____ Health & Safety Representative Signature _____

Biological: Contact with, or exposure to, biological factors of non-human and human origin. Examples include viruses and bacteria, fungus, ticks, lice, worms, contact with blood, saliva, urine, faeces, vomitus.

Body Stressing: Muscular stress while lifting, carrying or putting down objects; while handling objects other than lifting, carrying or putting down; with no objects being handled; repetitive movement, low muscle loading. Examples include strain, sprain, fracture injuries to muscle, tendon, ligament and bone as a result of lifting, carrying, pushing, pulling, bending, reaching, turning, twisting, throwing, putting down objects, shovelling, climbing ladders, prolonged standing or kneeling, voice strain, repetitive movement, working in cramped or unchanging positions.

Chemicals: single and long term contact with chemical or substance, insect and spider bites and stings; contact with poisonous parts of plant or marine life. Examples include allergic reactions to substances, chemical splashes, contact dermatitis, swallowing, smoke from bushfires and chemical fires, long term inhalation of dust or fibres such as asbestos fibres, exposure to cigarette smoke, spider, blue-ringed octopus, jellyfish and insect stings and bites,

Environmental: contact with hot and cold objects; exposure to environmental heat and cold; exposure to ionising and non-ionising radiation; contact with electricity; drowning/immersion. Examples include direct contact with objects, fire, flame, water, steam, hot food, ice, snow dry ice, liquefied gas, sunstroke, heat exhaustion, dehydration, frost bite, hypothermia, sunburn, welding flash, electric flash, radiated heat, bright light, eye strain from VDU, exposure to UV and Infra-red radiation, exposure to alpha, beta, gamma, radioactive ores and substances, electric current, static electricity, radio frequency radiation, struck by lightning.

Mental Stress: Exposure to traumatic event, workplace or occupational violence; work pressure, suicide or attempted suicide; work related harassment and/or workplace bullying; other harassment. Examples include witnessing fatal accident, victim of assault or threatened assault, witnessing violent events, receiving verbal threats, interpersonal conflict, unrealistic deadlines, organisational restructure, performance or disciplinary action, sexual or racial harassment.

Other: Multiple hazard types; unspecified hazard type.

Physical: Falls, slips and trips of a person; hitting objects with part of the body; being hit by moving objects. Objects include machines, vehicles, appliances, equipment, tools, materials, substances, animals and other people. Hitting includes brushing, bumping, colliding, cutting, grabbing, grasping, leaning on, piercing, rubbing, slicing, stabbing, caught, striking and touching. Examples include fall from a height or same level, stepping, kneeling or sitting on objects, running or walking into objects, bumping head on shelf, caught in stationary object, hitting or cutting oneself with a tool or knife, rubbing footwear or clothing, chafing from handling objects, being hit by falling objects or person, being bitten by an animal including dog, snake bites, bumps, knocks by animals, accidental pushes, knocks or bumps from a person, being caught in equipment in operation, being trapped between stationary and moving objects, mechanical vibration such as chainsaws, jackhammers, seats of or parts of vehicles, being hit by vehicle, insect, spider in the eye, moving parts of operating equipment, being assaulted by a person that includes deliberate action such kicks, bites, punches, pushes, with or without a weapon, hand tools, objects.

Sound and pressure: Exposure to single, sudden sound; long-term exposure to sounds; explosion; other variations in pressure. Examples include deafness, exposure to workshop or factory noise, being hit by objects as a result of an explosion, explosions relating to chemical, dust, nuclear, physical and boiling liquid expanding vapour explosions.

Vehicle Incidents and other: Slide or cave-in, vehicle accidents, roll overs. Examples of vehicles include trains, cars, trucks, boats, aircraft, bikes, forklifts, tractors, cranes etc. Examples include earth, rock, stone or grain falls, mud slides, trench collapse, any incident on a private road, farm, or footpath involving a vehicle, vehicle catching fire, roll over involving cars, trucks, buses, tractor, forklifts etc.

Risk Assessment Matrix for Work Health and Safety (WHS) General Risks

		Consequences					
		1 - Insignificant In-house first aid treatment	2 - Minor Treatment by medical professional/hospital outpatient, etc	3 - Moderate Serious non-permanent injury. Overnight hospitalisation	4 - Major Extensive permanent injury Extended hospitalisation	5 - Catastrophic Death, permanent disabling injury	
Likelihood	A	Almost certain to occur in most circumstances	High	High	High	Extreme	Extreme
	B	Likely to occur frequently	Medium	High	High	Extreme	Extreme
	C	Possible and likely to occur at some time	Low	Medium	High	Extreme	Extreme
	D	Unlikely to occur but could happen	Low	Low	Medium	High	Extreme
	E	May occur but only in rare and exceptional circumstances	Low	Low	Medium	High	High

Risk Prioritisation Schedule
Once the level of risk has been determined the following table may be of use in determining what to do and when to implement risk control/s.

Extreme	Stop the activity. Act immediately to eliminate, substitute, isolate the risk or implement engineering controls within 24 hours. An identified extreme risk does not allow for the use of administrative controls or personal protective equipment, even in the short term. Escalate to Health and Safety Services within 12 hours for case management. Report to Chief Executive and relevant Deputy Chief Executive within 24 hours. Briefing to Minister within 72 hours. Record on site and Health and Safety Services' Risk Register and Corrective Action Log.
High	Act immediately to eliminate, substitute, isolate the risk or implement engineering controls within 72 hours. Escalate to Health and Safety Services within 24 hours for inclusion in the Risk Register and Corrective Action Log. Report to relevant Senior Executive within 72 hours. Record on site and Level 2 Health and Safety Committee Risk Register. Manage and monitor by Level 2 Health and Safety Committee.
Medium	Take reasonably practicable steps to minimise the risk until elimination, substitution, isolation or engineering controls can be implemented within 7 days. Temporary administrative and/or personal protective equipment controls may be used but must not be considered permanent solutions. Report to site manager. Manage and monitor by the site Level 1 Health and Safety Committee.
Low	Take reasonably practicable steps to minimise and monitor the risk by establishing permanent controls within 30 days. Permanent controls may be administrative and/or personal protective equipment controls. Manage and monitor by site Level 1 Health and Safety Committee.

Hierarchy of Risk Control
The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest as shown below. This ranking is known as the Hierarchy of Risk Control. The WHS Regulations require duty holders to work through this hierarchy when managing risk.

HIGHEST	Level 1 Eliminate the hazards	MOST
Level of health and safety protection	Level 2 Substitute the hazard with something safer. Isolate the hazard from people. Reduce the risks through engineering controls.	Reliability of control measures
LOWEST	Level 3 Reduce exposure to the hazard using administrative actions. Use personal protective equipment.	LEAST