



**Hazard Report Form**

**STEP 1. REPORT THE HAZARD**

Name (Print) of person reporting hazard.		Date & Time reported	___/___/___ ___:___ AM/PM
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Where is the hazard?

**Describe the Hazard:**

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**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
<b>Fatality</b>	High	High	High	Medium
<b>Major injury</b>	High	High	Medium	Medium
<b>Minor Injury</b>	High	Medium	Medium	Low
<b>Negligible injury</b>	Medium	Medium	Low	Low

<p><b>Control the hazard:</b> Using the Hierarchy of Controls, write down what you have put in place to reduce the risk of the hazard.</p> <hr/> <hr/> <hr/> <hr/>	<p><b><u>Hierarchy of Controls</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Eliminate</b> the hazard</li> <li>2. <b>Substitute</b> with something that is less hazardous</li> <li>3. <b>Isolate</b> the hazard from people</li> <li>4. <b>Engineering</b> (guarding etc)</li> <li>5. <b>Administration</b> (training, procedures)</li> <li>6. <b>Personal Protective Equipment (PPE)</b></li> </ol>
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***Make the area safe (if able to do so), advise other staff members and notify your supervisor.***

Reporting person's name (print & signature)

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Supervisor's Name (Print)		Contacted	<b>Date &amp; Time</b> ___/___/___ :___ AM/PM
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