

# Hazard Reporting – Quick Guide

## Why report hazards?

Identifying and documenting hazards is a critical process in a Safety Management System (SMS) and will enable your business to:

- report anything with the potential to cause harm or loss
- take action before an incident occurs.

An SMS should incorporate various ways of identifying hazards (e.g. conducting spot checks and audits and generally encouraging employees to look out for hazards in the workplace).

## What is a hazard?

Hazards can include:

Hazard	Example
Physical things that are clearly visible	Worn load restraints
Behaviours	Not following loading procedure
A company management practice	Not giving workers suitable training

## Step 1: Provide the details

Once someone has identified a hazard, a *Hazard Report* form, such as the example on the right, will encourage and enable them to:

- document and report the hazard
- recommend corrective actions to eliminate or minimise the associated risk
- become involved in finding a solution.

### Hazard Report

**Details** *(Report to be completed by anyone who identifies a hazard)*

<b>Date:</b>	
<b>Time:</b>	
<b>Reported by (print name):</b>	
<b>Location of the hazard:</b>	
<b>Description of the hazard:</b> <i>What safety issue have you seen that has the potential to cause harm or loss?</i>	

**Corrective actions**

<b>Recommended corrective actions:</b> <i>What do you think could be done to eliminate or minimise the hazard?</i>	
<b>Reported by (sign here):</b>	

**Supervisor to complete**

<b>Corrective actions to be taken:</b> <i>What do you think could be done to eliminate or minimise the hazard?</i>	
<b>Supervisor (print name):</b>	
<b>Supervisor signature:</b>	

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## Step 2: Submit the completed form

Once completed, the Hazard Report form should be promptly forwarded to the person responsible for managing safety in your business.

### Important

If a hazard has the potential to cause immediate harm or loss, then straightaway:

- make the area safe
- report the hazard to the appropriate person
- complete a Hazard Report form as a record.

Once a hazard has been reported, a business has a duty to assess it and take appropriate corrective action to eliminate or minimise the risk.

## Key points regarding hazard identification and reporting

- Everyone in your business should be encouraged to report hazards and safety concerns.
- Encouraging everyone to report hazards may include offering them alternatives to completing a form (e.g. raising and discussing hazards at toolbox talks and safety meetings).
- All hazards should be documented and investigated, including verbally reported hazards, so you can show a trail of the corrective actions you have taken.
- Consultation with all the parties involved is essential when investigating a hazard and determining corrective actions.
- You should communicate all hazard reports and corrective actions to all employees throughout your business.