**AFEI Member Template: Hazard Report Form**

**THIS DOCUMENT IS ONLY A GUIDE**

AFEI recommends members consider their specific requirements when adopting a template document or policy to ensure the document meets the particular needs of your organisation.

For assistance, please call the AFEI Hotline on 02 9264 2000.

**How to use this document:**

1: Check with the AFEI Hotline as to its suitability for your needs.

2: Edit to meet your requirements by:

* **Add** relevant information in the [yellow highlighted] sections.
* **Delete** comments in the *[blue highlighted]* areas.

***[Place on Organisation Letterhead]***

Hazard Report Form

|  |  |
| --- | --- |
| **General** | |
| Date |  |
| Workplace/Site |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Submitted By |  | Signature |  |
| Submitted To |  | Signature |  |

|  |  |
| --- | --- |
| **Details of Hazard** | |
| Location |  |
| Work Activity |  |
| Describe the Hazard / Issue |  |

|  |  |
| --- | --- |
| **Details of Risk** | |
| Risk Class | High (1) ⬜ Medium (2) ⬜ Low (3) ⬜ |

| **Control Measures** | | | | |
| --- | --- | --- | --- | --- |
| Corrective Action Required |  | | | |
| By Whom |  | When | Immediate | ⬜ |
| Within 24 hrs | ⬜ |
| Within 7 Days | ⬜ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Completion** | | | |
| Corrective Action Completed By |  | Signature |  |
| Time |  | Date |  |
| Confirmed By |  | Signature |  |