Hazard report form

Spotted something that could hurt someone? Make it safe if you can do that safely, tell your supervisor, then fill this in. Anyone on site can report a hazard. If someone has already been hurt, this is an incident, not a hazard: report that too.

1. REPORTED BY (the person who found it)

PROJECT / SITE	DATE	TIME	YOUR NAME AND COMPANY

WHERE ON SITE (LEVEL, ROOM, GRID LINE, AREA)

2. THE HAZARD

- ☐ Fall or open edge
- ☐ Falling object
- ☐ Electrical
- ☐ Plant or traffic
- ☐ Excavation
- ☐ Structural
- ☐ Trip or housekeeping
- ☐ Substance or dust
- ☐ Fire
- ☐ Risk to the public
- ☐ Other

DESCRIBE THE HAZARD: WHAT IT IS, AND HOW IT COULD HURT SOMEONE

PHOTO TAKEN? (PHOTO REFERENCE)	SUPERVISOR TOLD (NAME, TIME)

WHAT DID YOU DO STRAIGHT AWAY? (BARRICADED, TAGGED OUT, STOPPED WORK, TOLD PEOPLE)

3. HOW BAD COULD IT BE?

- ☐ Low — Minor first aid at worst
- ☐ Medium — Could need a doctor
- ☐ High — Could cause serious injury
- ☐ Extreme — Could kill. Stop work now

Extreme or High: stop the work in that area and get the supervisor now. Don't wait for this form to be read.

4. FIXING IT (supervisor or site manager)

WHAT WILL BE DONE TO REMOVE THE HAZARD, OR CONTROL IT? (REMOVE IT FIRST; THEN GUARD, ISOLATE OR CHANGE THE WORK; PPE LAST)

WHO IS FIXING IT	BY WHEN	SWMS OR PROCEDURE NEEDS UPDATING? Y / N

5. CLOSED OUT

WHAT WAS DONE, AND CHECKED THAT IT WORKED

CLOSED OUT BY	SIGNATURE	DATE

PERSON WHO REPORTED IT TOLD IT'S FIXED? (DATE)