

## HAZARD ALERT FORM

Name of Person completing this form: <u>Enter name</u>		Hazard Number
Name of Person Reported to: <u>Enter name</u>		HA <u>enter#</u>
Their Position: <u>Enter Position</u>	Date: <u>Select Date</u>	

### To be completed by person who discovered the Hazard

Description of Hazard

(Include location, task involved, equipment, tools and people involved)

Immediate Action Taken

what did you do in response to make the situation safe?)

### Management of Hazard

1. Calculate the absolute risk of this hazard using the risk matrix at the end of this form.

<u>Enter</u> <u>Score.</u>
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Hazard Absolute Risk Score

2. Use the Hazard/Incident investigation form to work through the five step process to determine the treated risk score.

<u>Enter</u> <u>Score.</u>
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Hazard treated Risk Score

3. Attach any other relevant workplace documentation to this Hazard Alert.

Date Closed Enter a date.

Managers Signature Signature.

OHS Rep Signature Signature

## Risk Matrix Resource Information

			CONSEQUENCE				
			1	2	3	4	5
			Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	A Almost Certain	5	5	10	15	20	25
	B Likely	4	4	8	12	16	20
	C Moderate	3	3	6	9	12	15
	D Unlikely	2	2	4	6	8	10
	E Rare	1	1	2	3	4	5

### CONSEQUENCE

<b>INSIGNIFICANT</b>	No injury/First Aid only
<b>MINOR</b>	Non-permanent harm
<b>MODERATE</b>	Semi-permanent harm with medical intervention
<b>MAJOR</b>	Permanent Harm
<b>CATASTROPHIC</b>	Death

### LIKELIHOOD

<b>Almost certain</b>	It is expected to occur in most circumstances
<b>Likely</b>	Will probably occur in most circumstances
<b>Moderate</b>	Might occur sometime
<b>Unlikely</b>	Could occur sometime
<b>Rare</b>	May occur in exceptional circumstances

## RISK ASSESSMENT OUTCOME

<b>EXTREME</b> (Red)	Immediate action required. Dealt with by Senior Management.
<b>HIGH</b> (Yellow)	Senior management attention and management responsibility specified.
<b>MODERATE</b> (Blue)	Management responsibility must be specified.
<b>LOW</b> (Green)	Manage by routine procedures management.

## Treated Risk Score Resource Information

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