

## Video: Reporting a Hazard



### Transcript

Good morning, Sena. I hope you were okay during that rainstorm last night.

Good Morning Katarina. Yes, it was a big storm wasn't it? I've never seen so much rain. Was everything okay here?

Yes, just a small leak in the kitchen but I got some workers in there fixing it at the moment. Actually, the rain is why I'm here. There's a large pothole in the stove pavement in the courtyard. One of the stones must have gotten loose during the rain.

Thank you for bringing that to my attention, Sena. That's definitely a hazard and needs to be addressed.

Yes, so I've closed off the courtyard until further notice and I've filled out this hazard report. I just wanted to let you know and ask you to check it to see if I've done it properly.

Okay. Let's have a look at it. So I see you've begun with a brief description of the hazard. A pothole caused by a missing paving stone. Then the location on the western side of the courtyard, the time and date are there as well. Good. You've also recorded the corrective

action you took which was to close off the courtyard. Well done Sena, that's great.

Thank you, Katarina. Is there anything else you'd like me do?

No, that's all, and I'll call in a worker to fix the paving, and then fill out the section action taken, and once it's fixed both you and I can sign off on this report.

Great thank you.

Thank you, Sena.