



RETAIL
CONNECTION

HAZARD REPORT FORM - SAMPLE

ANY PERSON CAN FILL IN THIS FORM AND HAND IT TO THE STORE MANAGER.

I have identified a hazard in the workplace:

Say what it is: _____

Say where it happened: _____

Sign your name and today's date: _____

Thank you for helping to make this a safer workplace.

Now give this form to the Store Manager



RETAIL CONNECTION

CORRECTIVE ACTION REPORT - SAMPLE

PROBLEM ANALYSIS: Will this happen again if nothing is done? (Completed by Manager/Owner).

Action taken to prevent future problems or remove the identified hazard; explain what has been done:

Sign your name and today's date: _____

PROBLEM ANALYSIS & CLOSEOUT: (Completed by Manager/Owner).

Verification of actions having been effective:

What has changed (docs, training, system) as a result of this action?:

Will this prevent a recurrence? _____

Is further follow up required? Yes/No _____

If yes, what follow up is required? _____

Sign your name and today's date: _____

Discuss with employees and file a copy in the WHS Appendix under Hazard Management.