

'Site Specific' Hazard Report Form

Use the [Risk Evaluation Matrix](#) see back of this form to evaluate the risk posed by various hazards. Regularly check to see that the 'hazards' described and controlled below appear in the 'General List of hazards' If not, then transfer the information by making a new entry in the 'General List'.

Date: ____ / ____ / ____

	Hazard description:	Risk L/M/H	Strategy E/I/M	Action(s) to control the hazard	Local	Mgmt
1						
2						
3						
4						
5						
6						

(2) Key to strategy:

L = Low Risk	Manage for continuous improvement. Apply Company Safety Rules	E = Eliminate	Eliminate this hazard if it is practical to do so
M = Moderate Risk	Significant Hazard. Controls required. Action required	I = Isolate	Isolate the hazard if you cannot eliminate it, by putting some kind of barrier or distance between the hazard and the person.
H = High Risk	Significant Hazard. Discontinue operation. Managers attention required	M = Minimise	Minimise the hazard if you cannot isolate it e.g. follow acceptable work practice or provide PPE.

This form shall be checked during operational visits. Complete any identified action(s) as required. The Director/Manager shall sign and date this form when all management controls have been completed.

Date: / /

NB: All persons coming onto this site shall read this hazard register and, in acknowledgement of their understanding, list their name and sign the form

[illegible]

Risk Evaluation Matrix

	Consequence (ask) what will result from contact with hazard?				
Likelihood (ask) What are the chances that harm or damage could occur?	Insignificant. First aid. Damage < \$100	Minor. Medical treatment. Damage < \$1,000	Temporary harm. Light duties. Damage < \$5,000	Serious harm. Lost time incident. Damage < \$50,000	Disastrous. 1 or more Fatality. Damage > \$50,000
Rare virtually impossible	1	2	3	4	5
Possible very unlikely	2	4	6	8	10
Moderate has happened	3	6	9	12	15
Likely frequently happens	4	8	12	16	20
Certain happens often	5	10	15	20	25

Score	Risk level	Action required
1 3	Low	Minimal risk but attention indicated. Manage for continuous improvement.
4 12	Moderate	Substantial risk if hazard is left as is. Management controls are required.
13 -25	High	Stop work! unacceptable risk indicated. Management controls are required. Senior forest Supervisor attention required.

Using the Risk Evaluation Matrix ,

To establish the level of risk posed by a hazard, identify the most applicable consequence line of the hazard and most applicable likelihood line. The intersecting cell produces the value. This value is taken forward into the evaluation process.

Hazards with a Low-risk score (1 to 3) are not significant. They must be monitored. Hazards with a Medium-risk score (4 to 12) must be treated as significant Hazards. Hazards with a High-risk score (15 or more) pose unacceptable risk. Work in the immediate area must cease. Bring the activity and the hazards to the attention of senior management.