**WHS Assessment 2 – Report**

**Jai Keery**

(11) **How did you establish, implement, maintain and evaluate procedures for effectively identifying hazards?**

BizOps provides a hazard identification form for managers, workers and contractors to fill out should they witness an incident or hazard. Direct line managers or a Retail Outlet Manager must be advised of any incidents, injuries or hazards. The manager is then required to record all injuries on an injury register. Once the hazard has been identified, it must be reported using a report form. This form is made available in the health and safety manual for the BizOps work area, as well as on the organisation’s intranet.

Regular workplace evaluations are also implemented; a minimum of two evaluations per year. In addition to forms and evaluations, training provided at worker inductions should cover effective hazard identification procedures, and software solutions exist to store and retrieve information about current and previously identified hazards.