| **Information** | | | |
| --- | --- | --- | --- |
| Person’s Name |  | Date |  |

☐ Employee ☐ Client ☐ Visitor ☐ Other

| Address |  | | |
| --- | --- | --- | --- |
| Home Phone |  | Mobile Phone: |  |

| **Hazard Details** | | | | |
| --- | --- | --- | --- | --- |
| Date of Hazard Identification |  | Time of Hazard Identification | |  |
| Location of hazard |  | | | |
| Who was the hazard reported to? |  | | | |
| Position |  | Date Reported |  | |

| Was anyone injured because of the hazard? | ☐ Yes ☐ No  **If yes, an Injury Report must also be completed**. |
| --- | --- |

What caused this report to be recorded? Describe what happened and what you did about it. (Include area and task involved and any equipment, tools or people involved. Attach additional pages if required)

|  |
| --- |

What short term action/s have been taken? (Attach additional pages if required)

|  |
| --- |

Include any suggestions for reducing or eliminating the problem? (e.g., use of mechanical devices or training). (Attach additional pages if required)

|  |
| --- |

| Signature: |  |
| --- | --- |

**\*This form must be forwarded to the relevant Service Manager/Coordinator.**

| **Manager to Complete** | | |
| --- | --- | --- |
| Hazard Category | Date |  |
| ☐ Physical ☐ Chemical ☐ Biological ☐ Psychological ☐ Ergonomic ☐ Other | | |

Upon investigation of the above hazard, please provide any information, further actions, who will follow this up and when this will occur: (attach additional pages if required)

|  |
| --- |

Please provide details about the outcome evaluation: ☐ Hazard Eliminated ☐ Risk Controlled

(Attach any relevant evidence e.g., invoices of work completed, records of action taken)

|  |
| --- |

| HAZPAK RISK SCORE |  | As per the Risk Matrix, Senior Manager must be notified immediately for risk scores of 1 or 2 |
| --- | --- | --- |

| Manager Name: |  | Signature |  |
| --- | --- | --- | --- |
| Senior Manager:  (If risk score 1 or 2) |  | Signature |  |

| **This form is to be forwarded or filed as below** | |
| --- | --- |
| All Hazards | Service Manager (file in Risk Management folder) |
| Copy to Human Resources |