**Hazard Report Form**

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| **STEP 1. REPORT THE HAZARD** | | | | | | | |
| Name (Print) of person reporting hazard. | |  | | | Date & Time reported | \_\_\_/\_\_\_/\_\_\_  \_\_\_\_:\_\_\_\_  AM/PM | |
| Where is the hazard? | |  | | | | | |
| **Describe the Hazard:** | |  | | | | | |
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| **STEP 2. ASSESS THE RISK** | | | Think about what sort of injury the hazard could cause and how likely it is to occur. **Circle the appropriate level of risk** *(1 box only)* | | | | |
|  | **Very likely** | | **Likely** | **Unlikely** | | | **Highly unlikely** |
| **Fatality** | **High** | | **High** | **High** | | | Medium |
| **Major injury** | **High** | | **High** | Medium | | | Medium |
| **Minor Injury** | **High** | | Medium | Medium | | | Low |
| **Negligible injury** | Medium | | Medium | Low | | | Low |
| **Control the hazard:** Using the Hierarchy of Controls, write down what you have put in place to reduce the risk of the hazard. | | | | **Hierarchy of Controls**   1. **Eliminate** the hazard 2. **Substitute** with something that is less hazardous 3. **Isolate** the hazard from people 4. **Engineering** (guarding etc) 5. **Administration** (training, procedures) 6. **Personal Protective Equipment** (PPE) | | | |
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***Make the area safe (if able to do so), advise other staff members and notify your supervisor.***

Reporting person’s name (print & signature)

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| *Supervisor’s Name (Print)* |  | **Date & Time**  Contacted \_\_\_/\_\_\_/\_\_\_ \_\_\_\_:\_\_\_\_  AM/PM |