

Hazard Report Form		Office Use Only	
		Report No.:	
Please complete this form and submit to reception.		OHS Officer:	
Reported by		Attached Follow up Form	
Name		Surname	
Phone			
<b>Hazard Details</b>			
Describe the hazard			
Describe any action taken			
Describe any suggestions to control hazard?			
<b>Declaration</b>	I hereby declare the information provided above is true and correct		
Signed		Date	
<b>OHS Officer Section</b>			
<b>Risk Assessment</b>			
Likeliness	Consequences	Risk Level	
<b>Controls</b>			
Any existing controls		Type of control	
<b>Reassessment</b>			
Likeliness	Consequences	Risk Level	
Further action/ monitoring			
<b>Declaration</b>	I hereby declare the information provided above is true and correct		
Signed		Date	

Please attach sheet if required.

## RISK ASSESSMENT OVERVIEW

### Types of hazards

<b>Physical</b>	Hazards that could cause physical effects e.g. wet floors, loud noise, sharp edges, poor lighting, etc.
<b>Ergonomic</b>	Hazards that could cause strain injuries e.g. lifting heavy objects, seat and desk height, etc.
<b>Psychological</b>	Hazards that could cause mental health e.g. working at heights, shift work, abuse, discrimination, etc.
<b>Chemical</b>	Hazards caused by chemical e.g. fumes from solvents, gas use, burns from acid, etc.
<b>Biological</b>	Hazards that may result in contamination or disease. Some examples are food handling, unclean air conditioners, etc.
<b>Radiation</b>	Hazards from a light, heat, or energy source e.g. sunburn, welding flashes, etc.
<b>Electrical</b>	Hazards that could cause electrocution or electrical damage e.g. exposed wires, water near power leads, too many leads into one socket, etc.

Likelihood	
<b>A</b>	Rare
<b>B</b>	Unlikely
<b>C</b>	Possible
<b>D</b>	Likely
<b>E</b>	Almost certain

Consequences	
<b>1</b>	Insignificant
<b>2</b>	Minor
<b>3</b>	Moderate
<b>4</b>	Major
<b>5</b>	Catastrophic

### Risk Level Table

	1	2	3	4	5
<b>A</b>	Low	Low	Medium	High	High
<b>B</b>	Low	Low	Medium	High	Extreme
<b>C</b>	Low	Medium	High	Extreme	Extreme
<b>D</b>	Medium	High	High	Extreme	Extreme
<b>E</b>	High	High	Extreme	Extreme	Extreme

Risk Level	Priority	Action
<b>Extreme</b>	<b>1</b>	Act immediately to remove risk. Either eliminate, substitute, or implement engineering controls.
<b>High</b>	<b>2</b>	Act immediately to remove risk. Either eliminate, substitute, or implement engineering controls. If controls are not able to be implemented immediately, set a timeframe, and establish some interim controls for a set period.
<b>Medium</b>	<b>3</b>	Take reasonable steps to lessen the risk. Until elimination, substitution, or engineering controls can be implemented, establish administrative and PPE controls.
<b>Low</b>	<b>4</b>	Take reasonable steps to lessen and monitor the risk. Establish permanent controls to reduce the risk.

Hierarchy of Controls	
<b>Elimination</b>	Eliminate the hazard.
<b>Substitution</b>	Substitute with an alternate practice, material, or equipment.
<b>Isolation</b>	Separate from those at risk of harm.
<b>Engineering</b>	Design or set-up features to minimise the risk.
<b>Change work methods</b>	Change the way work is done, review and implement good work practice.
<b>Personal Protective Equipment</b>	Workers must wear personal protective equipment.