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| **Hazard Report Sample 1** |

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| **Part A Person Identifying Hazard** | | | | | | |
| **Name:** | | | | | **Date:** 21 Apr 2014 | |
| **Contact Number:** | | **Email:** | | | | |
| **Part B Details of Hazard** | | | | | | |
| **Location:** Kitchen | | | | | **Hazard ID:** 1 | |
| **Hazard Description:**  Emergency exit signs on fire exits do not have emergency lighting. Workers may not find exits in the event of a power failure | | | | | | |
| Has there been any previous incidents or near miss related to the task/activity? ~~Yes~~/No | | | | | | |
| **Part C Risk Assessment** | | | | | | |
| Use the tables on the next page | | | | | | |
| **Step 1** – What is the Likelihood: **Rare** | | | | | | |
| **Step 2** – What are the Consequences: **Disaster** | | | | | | |
| **Step 3** – Using the Risk Assessment Matrix  What is the RISK LEVEL **MODERATE** | | | | | | |
| **Part D Corrective Action** | | | | | | |
| **Control** | **Action taken/recommended** | | | **By whom** | | **When (date)** |
| 1. Elimination | Install emergency exit lighting | | | Electrical contractor | | 24 Apr 2014 |
| 1. Substitution |  | | |  | |  |
| 1. Isolation |  | | |  | |  |
| 1. Engineering |  | | |  | |  |
| 1. Administration |  | | |  | |  |
| 1. PPE |  | | |  | |  |
| **Signature:** | | | | | **Date:** | |
| **Part E Monitoring & Review** | | | | | | |
| Have the chosen control measures been implemented as planned? Yes/No | | | Comment: | | | |
| Are the chosen control measures working as intended? Yes/No | | |
| Have the chosen control measures introduced any new problems? Yes/No | | |

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| **Hazard Report Sample 2** |

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| **Part A Person Identifying Hazard** | | | | | | |
| **Name:** | | | | | **Date:** 21 Apr 2014 | |
| **Contact Number:** | | **Email:** | | | | |
| **Part B Details of Hazard** | | | | | | |
| **Location:** Kitchen | | | | | **Hazard ID:** 2 | |
| **Hazard Description:**  20 Ltr drums of cleaning liquid used by workers when cleaning. Possible MSD from handling drums | | | | | | |
| Has there been any previous incidents or near miss related to the task/activity? ~~Yes~~/No | | | | | | |
| **Part C Risk Assessment** | | | | | | |
| Use the tables on the next page | | | | | | |
| **Step 1** – What is the Likelihood: **Almost certain** | | | | | | |
| **Step 2** – What are the Consequences: **Significant** | | | | | | |
| **Step 3** – Using the Risk Assessment Matrix  What is the RISK LEVEL **HIGH** | | | | | | |
| **Part D Corrective Action** | | | | | | |
| **Control** | **Action taken/recommended** | | | **By whom** | | **When (date)** |
| 1. Elimination |  | | |  | |  |
| 1. Substitution | Decant cleaning liquid into 1 or 2 Ltr containers | | | Maintenance | | 24 Apr 2014 |
| 1. Isolation |  | | |  | |  |
| 1. Engineering |  | | |  | |  |
| 1. Administration | Create labels (that comply to Labeling of workplace hazardous chemicals CoP) and apply to containers | | | Safety Coordinator | | 24 Apr 2014 |
| 1. PPE |  | | |  | |  |
| **Signature:** | | | | | **Date:** | |
| **Part E Monitoring & Review** | | | | | | |
| Have the chosen control measures been implemented as planned? Yes/No | | | Comment: | | | |
| Are the chosen control measures working as intended? Yes/No | | |
| Have the chosen control measures introduced any new problems? Yes/No | | |

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| **Hazard Report Sample 3** |

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| **Part A Person Identifying Hazard** | | | | | | |
| **Name:** | | | | | **Date:** 21 Apr 2014 | |
| **Contact Number:** | | **Email:** | | | | |
| **Part B Details of Hazard** | | | | | | |
| **Location:** Kitchen | | | | | **Hazard ID:** 3 | |
| **Hazard Description:**  Isolation switches for electric hotplates difficult to access for people of short stature | | | | | | |
| Has there been any previous incidents or near miss related to the task/activity? ~~Yes~~/No | | | | | | |
| **Part C Risk Assessment** | | | | | | |
| Use the tables on the next page | | | | | | |
| **Step 1** – What is the Likelihood: **Rare** | | | | | | |
| **Step 2** – What are the Consequences: **Major** | | | | | | |
| **Step 3** – Using the Risk Assessment Matrix  What is the RISK LEVEL **MODERATE** | | | | | | |
| **Part D Corrective Action** | | | | | | |
| **Control** | **Action taken/recommended** | | | **By whom** | | **When (date)** |
| 1. Elimination |  | | |  | |  |
| 1. Substitution |  | | |  | |  |
| 1. Isolation |  | | |  | |  |
| 1. Engineering | Relocate isolation switches to wall left of hot plates | | | Electrical contractor | | 2 May 2014 |
| 1. Administration |  | | |  | |  |
| 1. PPE |  | | |  | |  |
| **Signature:** | | | | | **Date:** | |
| **Part E Monitoring & Review** | | | | | | |
| Have the chosen control measures been implemented as planned? Yes/No | | | Comment: | | | |
| Are the chosen control measures working as intended? Yes/No | | |
| Have the chosen control measures introduced any new problems? Yes/No | | |

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| **RISK ASSESSMENT MATRIX** | | **CONSEQUENCES** | | | | |
| 1  Minor | 2  Significant | 3  Substantial | 4  Major | 5  Disaster |
| **LIKELIHOOD** | 5  Almost Certain | **HIGH** | **HIGH** | **EXTREME** | **EXTREME** | **EXTREME** |
| 4  Likely | **MODERATE** | **HIGH** | **HIGH** | **EXTREME** | **EXTREME** |
| 3  Possible | **MODERATE** | **MODERATE** | **HIGH** | **HIGH** | **EXTREME** |
| 2  Unlikely | **LOW** | **MODERATE** | **MODERATE** | **HIGH** | **HIGH** |
| 1  Rare | **LOW** | **LOW** | **MODERATE** | **MODERATE** | **MODERATE** |

**Likelihood – select the likely frequency of the hazard event occurring.**

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|  | **1**  **Rare** | **2**  **Unlikely** | **3**  **Possible** | **4**  **Likely** | **5**  **Almost Certain** | |
| **Descriptor** | May only occur in exceptional circumstances,  “one in a million” | Unlikely sequence or coincidence but could occur at some time,  < 1% | Might occur at some time in the future,  1-10-% | Would probably occur in many circumstances,  10-50% | Is expected to occur in most circumstances,  50-100% |

**Consequences – select the most likely consequence should the hazard event occur.**

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|  | | | **1**  **Minor** | | **2**  **Significant** | | **3**  **Substantial** | **4**  **Major** | **5**  **Disaster** | |
| **Personal Injury** | | | Cuts, bruises, First aid treatment only. | | Injury requiring short term medical treatment. | | Disabling injury, hospitalization, short term rehabilitation | Serious Injury, permanent impairment, long term rehabilitation | Death, multiple serious injuries. | |
| **Financial and Asset loss** | | | Minor loss or damage to assets  < $300 | | Moderate loss or damage to assets  $300 - $5,000 | | Significant loss or damage to assets  $5,000 - $50,000 | Major loss or damage to assets  $50,000 - $500,000 | Complete loss of assets  > $500,000 | |
| **Business Continuity** | | | Local disruption only < ½ day | | Local disruption only 1-2 days | | Local disruption 3-7 days  Complete interruption / Organisation disruption < 1 day | Local disruption 1–2 weeks  Complete interruption / Organisation disruption <1 week | Local disruption > 1 month  Complete interruption / Organisation disruption >1 week | |
| **Legal / Contract management** | | | Minor complaint, incident or contract issue resolved by management. | | Breach of regulations resulting in infringement notice, isolated threat of legal action/loss of contract | | Breach of regulations resulting in minor fine, threat of legal action, loss of contract. | Successful prosecution of infringement, significant fine, civil law suit, future tenders affected. | Major lawsuit and/or criminal charges with prosecution/ major fine, loss of multiple contracts. | |
| **Reputation and image** | | | Unsubstantiated, low profile, resolved by routine management, internal review. | | Substantiated, local press mention, management required to prevent escalation. | | Substantiated, public notice, state news profile, senior management required to resolve. | Substantiated, public embarrassment, intense public and national media scrutiny. | Substantiated, public inquiry or sustained adverse national media coverage, loss of community participation and confidence. | |
| **Environment** | | | Minor effects on biological or physical environment. | | Moderate short term effects, not effecting ecosystem. | | Serious environmental damage, medium term effects. | Major medium to long term effects, with some impairment of ecosystem. | Extensive and long term effects, with significant impairment to ecosystem. | |
| **RISK LEVEL** | | **ACCEPTABILITY** | | | | **ACTION** | | | | **REQUIRED** |
| **EXTREME** | | **NOT ACCEPTABLE** | | | | **Immediately cease activity and inform Supervisor / Manager. Requires senior management intervention and Risk Assessment and treatment plan.** | | | | **IMMEDIATELY** |
| **HIGH** | | **Accepted only with approval from CEO** | | | | **Immediately inform Supervisor / Manager. Requires management attention and Risk Assessment and treatment plan.** | | | | **Within**  **2 Weeks** |
| **MODERATE** | | **Acceptable if no other controls are reasonable.** | | | | **Review controls with view to identify if alternative or additional controls can be implemented. Ensure existing control measures are maintained.** | | | | **Within**  **4 Weeks** |
| **LOW** | | **Acceptable** | | | | **No action required. Manage by routine procedures.** | | | | **N/A** |
| **CONTROL HIERARCHY *– Preference for control methods higher on the list.*** | | | | | | | | | | |
| **1** | **Elimination** | | | **Can the hazard be eliminated completely?** | | | | | | |
| **2** | **Substitution** | | | **Can the hazard be substituted for something less hazardous?** | | | | | | |
| **3** | **Isolation** | | | **Can the hazard be isolated from contact with workers or patrons?** | | | | | | |
| **4** | **Engineering** | | | **Can the hazard be controlled through engineering means or structural modification?** | | | | | | |
| **5** | **Administration** | | | **Can the hazard be controlled through training, supervision and / or signage?** | | | | | | |
| **6** | **PPE (Personal Protective Equipment)** | | | **Can the hazard be controlled through the use of personal protective equipment?** | | | | | | |