

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			
Hazard Details			
Describe the hazard			
Describe any action taken			
Describe any suggestions to control hazard?			
Declaration	I hereby declare the information provided above is true and correct		
Signed		Date	
OHS Officer Section			
Risk Assessment			
Likeliness	Consequences	Risk Level	
Controls			
Any existing controls		Type of control	
Reassessment			
Likeliness	Consequences	Risk Level	
Further action/ monitoring			
Declaration	I hereby declare the information provided above is true and correct		
Signed		Date	

Please attach sheet if required.

RISK ASSESSMENT OVERVIEW

Types of hazards

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

Likelihood	
A	Rare
B	Unlikely
C	Possible
D	Likely
E	Almost certain

Consequences	
1	Insignificant
2	Minor
3	Moderate
4	Major
5	Catastrophic

Risk Level Table

	1	2	3	4	5
A	Low	Low	Medium	High	High
B	Low	Low	Medium	High	Extreme
C	Low	Medium	High	Extreme	Extreme
D	Medium	High	High	Extreme	Extreme
E	High	High	Extreme	Extreme	Extreme

Risk Level	Priority	Action
Extreme	1	Act immediately to remove risk. Either eliminate, substitute, or implement engineering controls.
High	2	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 intern controls for a set period.
Medium	3	Take reasonable steps to lessen the risk. Until elimination, substitution, or engineering controls can be implemented, establish administrative and PPE controls.
Low	4	Take reasonable steps to lessen and monitor the risk. Establish permanent controls to reduce the risk.

Hierarchy of Controls	
Elimination	Eliminate the hazard.
Substitution	Substitute with an alternate practice, material, or equipment.
Isolation	Separate from those at risk of harm.
Engineering	Design or set-up features to minimise the risk.

Change work methods	Change the way work is done, review and implement good work practice.
Personal Protective Equipment	Workers must wear personal protective equipment.