Hazard/incident report form

To notify SafeWork NSW of an incident, call 13 10 50.
Use this form in your workplace to report health and safety hazards and incidents.

Hazard/Incident

Brief description of hazard/incident: (Describe the task, equipment, tools and people involved. Use sketches, if necessary. Include any action taken to ensure the safety of those who may be affected.)

_____

_____

_____

_____

Where is the hazard located in the workplace?

_____

_____

When was the hazard identified? Date:_____/_____/_____Time:_____am/pm

Recommended action to fix hazard/incident: (List any suggestions you may have for reducing or eliminating the problem – for example re-design mechanical devices, update procedures, improve training, maintenance work)

_____

_____

_____

_____

Date submitted to manager: Date:_____/_____/_____   Time: _____am/pm

Action taken

Has the hazard/incident been acknowledged by management? Yes/ No

Describe what has been done to resolve the hazard/incident:

_____

_____

_____

_____

Do you consider the hazard/incident fixed? Yes/ No

Name: _____   Position: _____

Signature: _____

Date: _____/_____/_____