

Hazard Report Form

To be completed by person identifying the hazard	REPORTING DETAILS					
	Location (be specific):		Site Controller (who is responsible):			
	Date hazard reported: / /		Time: : am/pm			
	Name of person hazard reported to:		Position:			
	Name of person reporting the hazard:		Contact Number:	Email:		
	Employment Status:	<input type="checkbox"/> Employee	<input type="checkbox"/> Contractor	<input type="checkbox"/> Visitor	<input type="checkbox"/> Other:	
	Company:		Business Address:			
	Supervisor/Manager:	Contact Number:		Email:		
	Business Unit (internal):					
	HAZARD DETAILS	Description of hazard (include task involved and any equipment, tools, people involved. Use sketches if necessary):				
Action(s) taken to eliminate the hazard:						
Action(s) taken to provide immediate control (outline anything you did to prevent the hazard causing immediate harm):						
Suggested actions (list any suggestions you have for reducing or eliminating the problem, for eg, redesign, use of mechanical devices, training etc.):						
Forward this Form to your Line Manager AND the HSE Specialist or Manager						
To be completed by Management Rep.	RISK RATING (Refer to LTS_OHS_002_JSA_Ver. 1.0 & Risk Matrix)	<input type="checkbox"/> EXTREME	<input type="checkbox"/> HIGH	<input type="checkbox"/> MEDIUM	<input type="checkbox"/> LOW	
	Summarise Action Taken:					
	Control Strategies Selected:					
	<input type="checkbox"/> Elimination	<input type="checkbox"/> Substitution	<input type="checkbox"/> Isolation	<input type="checkbox"/> Engineering	<input type="checkbox"/> Administrative	<input type="checkbox"/> PPE
	<i>For New Zealand:</i> <input type="checkbox"/> Elimination	<input type="checkbox"/> Isolation	<input type="checkbox"/> Minimisation			
	Corrective Action Request Form (s) completed? <input type="checkbox"/> Yes (attach CAR) <input type="checkbox"/> No: Why not:					
	Response given to person reporting hazard:					
					Date of Response: / /	
Communication of Hazard to employees/contractors/subcontractors:						
				Date of Response: / /		
Completed By:		Position:		Date:		

Risk Matrix

		CONSEQUENCE						
LIKELIHOOD		CATASTROPHIC (5)	MAJOR (4)	SERIOUS (3)	MODERATE (2)	MINOR (1)	RISK RESPONSE	
	Certain (5)	EXTREME (25)	EXTREME (20)	EXTREME (15)	HIGH (10)	MEDIUM (5)		
	Likely (4)	EXTREME (20)	EXTREME (16)	HIGH (12)	MEDIUM (8)	LOW (4)	EXTREME (15-25)	STOP - Activity cannot commence/continue until hazard is eliminated or minimised by substitution, isolation, engineering controls, administrative controls or PPE. Approval to commence/continue required from QSE Manager and Sub-Regional Management Team. Specialised Training as required, Procedure, Induction and BWMS
	Possible (3)	EXTREME (16)	HIGH (12)	MEDIUM (8)	MEDIUM (6)	LOW (3)	HIGH (10-12)	Hazard is eliminated or temporary controls implemented immediately by substitution, isolation, engineering controls, administrative controls or PPE. Permanent controls to be in place within 3 days. Approval to commence/continue required from QSE Manager. Specialised Training as required, Procedure, Induction and BWMS
	Unlikely (2)	HIGH (10)	MEDIUM (6)	MEDIUM (6)	LOW (4)	LOW (2)	MEDIUM (5-8)	Controls to be in place/implemented within 7 days by substitution, isolation, engineering controls, administrative controls or PPE. Induction and BWMS
	Rare (1)	MEDIUM (5)	LOW (4)	LOW (3)	LOW (2)	LOW (1)	LOW (1-4)	Controls to be implemented as soon as practicable. Induction and pre-start briefing to discuss risks

Consequence	Types of Consequences		
	Injury	Environmental	Damage (including public image) or other means of loss (AU\$)
Catastrophic	Fatality, life threatening situation, permanent disability or permanent ill health	Major environmental impact - Immediate and/or long term harm, External notification Required	Over \$50, 000
Major	Hospitalised and/or medical treatment resulting in Lost Time	Non-localised impact - affecting outside of site/area boundary, External notification Required	Between \$10, 000 and \$50, 000
Serious	Medical treatment required with restricted duties, Potential for Lost Time	Localised impact - contained within site/area boundary, External notification Required	Between \$5,000 and \$10, 000
Moderate	Medical Treatment with return to normal duties	Minor impact - Immediate containment and control, fully contained within site/area boundary	Between \$1000 and \$5, 000
Minor	First aid or minor illness	No impact on environment	Less than \$1000 damage

Likelihood	Description
Certain	The consequence is expected to occur in most circumstances. Common or repetitive occurrence in organisation. Very high probability of loss or harm.
Likely	The consequence will probably occur in most circumstances. Known history of occurrences in organisation or similar setting. High probability of loss or harm.
Possible	The consequence could occur at some time. History of at least once occurrence in the organisation or similar setting. Moderate probability of loss or harm.
Unlikely	The consequence is not likely to occur. Known history of occurrence in other organisations. Low probability of loss or harm.
Rare	The consequence may occur in exceptional or unusual circumstances only. Very low probability of loss or harm. Usually requires multiple system failures