

# Hazard / Health and Safety Issue Report Form

**PART A: To be Completed By the Worker or Person Making the Report (1 – 5):**

**(1) Brief description of Hazard / Health and Safety Issue (insert or attach photograph if possible)**

**(2) Location of Hazard or Health and Safety Issue in the workplace**

**(3) Time /Date Hazard or Health and Safety Issue was Identified**

Time:	Date:
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**(4) Recommended Remedial Action to ensure hazard / health and safety issue is eliminated or minimised**

**(5) Reporting**

<b>Reported By:</b> Name:	<b>Report Received By:</b> Name:
Signature:	Signature:
Contact Number:	Contact Number:
Date:	Date:

**PART B: Forwarded to Supervisor for actioning / completion:**

**Description of Remedial Action taken to eliminate or minimise hazard (in accordance with the Hierarchy of Controls):**

<p>Actioning Officer Name / Signature:</p> <p>Date:</p>	
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Manager/Director Name:	I verify that I am satisfied with the corrective actions implemented. Signature:	Date:
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The Reporting Person been advised of the Remedial Action:

<b>Reporting Person:</b> Has the Issue been satisfactorily addressed? YES <input type="checkbox"/> NO <input type="checkbox"/>	Reporting Person Signature:	Date:
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\*\*If the issue has not been satisfactorily addressed, the WHS Issue Resolution Procedure is to be referred to\*\*

Please forward a copy of the completed form to the Workplace Health and Safety Advisor

## Importance of Reporting Hazards

**Effective safety management** relies on hazards, unsafe work practices and health and safety issues being identified and reported as part of normal work practice.

All workers are required and encouraged to participate in hazard identification and reporting.

Using this form in the hazard identification and reporting process also promotes consultation on safety issues at the Town of Bassendean.

## What is this form used for?

The form is used to notify the employer of a hazard, unsafe work practice or health and safety issue and to record any remedial actions taken to control the hazard.

## Who should complete the form?

This form should be used by any worker or person who has identified a hazard, unsafe work practice or health and safety issue in the workplace.

When a hazard or health and safety issue is identified, it is to be verbally reported immediately to the Worker's direct Supervisor / Manager.

This form is then to be completed, and is to be submitted to the Supervisor / Manager for resolution.



## How to Complete the Form

This form consists of two parts.

### Part A: Report a Hazard/Unsafe Work Practice/Health and Safety Issue

In Sections 1 to 5, the reporting person must:

- (1) Describe the hazard, unsafe work practice or health and safety issue observed;
- (2) Provide the location of the hazard, unsafe work practice or health and safety issue in the workplace;
- (3) Record the Time/Date the hazard, unsafe work practice or health and safety issue was identified;
- (4) Record the implemented or recommended action to address the hazard. Please note, this is not a directive and the hazard or health and safety issue may be resolved in another manner;
- (5) Provide name, contact number and sign and date the form; and
  - (a) Ensure that the Officer who receives this form provides their name and contact number and signs and dates the form.
  - (b) Make copies and keep records as required.

### Part B: Record the Remedial Action taken to address the issue

All parties, including relevant Health and Safety Representatives and workers, are to work in collaboration to address or resolve the issue.

The Supervisor / Manager is to document the measures implemented to address the hazard/health and safety issue.

The reporting person must be advised of any remedial action taken and given the opportunity to indicate whether they feel that the issue has been satisfactorily addressed. The reporting person is to then sign and date the form in the area provided.

If the issue remains unresolved, or is not resolved to the satisfaction of any party, the Town's WHS Issue Resolution Procedure is to be followed.

A copy of the completed form is to be sent to the Workplace Health and Safety Advisor.