

Hazard Report Form

Health and Safety is important for everyone. Please report all identified issues or concerns.

Date: ___/___/20___	Reported By: _____
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1. Please provide a short description of the Hazard/Health and Safety issue you have identified. Include all details, and any action that taken to ensure the safety of persons/pets that may be affected.

2. Where is the Hazard/Health and Safety issue located? Please provide clear details and diagrams/photos if required. There is further space on page 2 for diagrams and attaching photos if required.

3. Date and Time Hazard/Health and Safety issue identified.

Date: ___/___/20___ Time: _____ am / pm

4. Have accidents or injuries been caused by this Hazard/Health and Safety issue? Yes No Unsure

5. Recommend action to rectify the Hazard/Health and Safety issue.

6. Has the Hazard/Health and Safety issue been addressed? Yes No

7. Do you consider the Hazard/Health and Safety issue to be fixed? Yes No

Signature of hazard/health and safety issue reporter: _____

Date: ___/___/20___

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Please use this space for diagrams or attaching photos.

All Pets Education and Training

Teaching you to train your pet without pain, fear or intimidation.

www.allpetseducationandtraining.com.au

Text: 0488 315 784

Email: trish@allpetseducationandtraining.com.au

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Using the OHS Commissioner OHS Risk Rating Table on the next page.

Risk Priority/Rating:

- n/a Resolved Very Low Low
 Medium High Critical

Priority:

- URGENT (immediate) Semi-Urgent (within 48 hours) Non-Urgent (within 1 week) Prior to next course (time is variable)

Details of corrective action taken:

Is further action required? Yes No If yes, please provide details below.

If further action is required. Provide a recommended timeline for review and reassessment.

Signature of All Pets Education & Training owner:

Date: ___/___/20___

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Available at: <http://www.docstoc.com/docs/34693924/Work-Safety-Risk-Assessment-and-Control-Form>

ACT OHS Commissioner OHS Risk Rating Table

IMPACT: Catastrophic Major Moderate Minor Insignificant	<i>How severely could someone be hurt</i> death or permanent disability to one or more persons hospital admission required medical treatment required first aid required injuries not requiring first aid
LIKELIHOOD: Almost certain Likely Possible Unlikely Rare	<i>How likely are those consequences?</i> expected to occur in most circumstances will probably occur in most circumstances could occur at some time is not likely to occur in normal circumstances may occur only in exceptional circumstances

IMPACT	LIKELIHOOD				
	Rare 1	Unlikely 2	Possible 3	Likely 4	Almost Certain 5
Catastrophic A	M	M	H	C	C
Major B	L	M	M	H	C
Moderate C	L	M	M	M	H
Minor D	L	L	M	M	M
Insignificant E	VL	VL	L	L	M

Risk level	Required action
Critical	Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
High	Act today: The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk controls must include those identified in legislation, Standards, Codes of Practice etc. (iii) the risk assessment has been reviewed and approved by the Supervisor and (iv) The supervisor must review and document the effectiveness of the implemented risk controls.
Medium	Act this week: The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk assessment has been reviewed and approved by the Supervisor.
Low	Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls.
Very Low	Keep a watching brief: Although the risk level is low the situation should be monitored periodically to determine if the situation changes.

Hierarchy of controls

1	Eliminate the hazard — remove it completely from your workplace.	<i>If this isn't practical, then...</i>
2	Substitute the hazard — with a safer alternative.	<i>If this isn't practical, then...</i>
3	Isolate the hazard — as much as possible away from workers.	<i>If this isn't practical, then...</i>
4	Use engineering controls — adapt tools or equipment to reduce the risk.	<i>If this isn't practical, then...</i>
5	Use administrative controls — change work practices and organisation.	<i>If this isn't practical, then...</i>
6	Use personal protective equipment (PPE) — this should be the last option after you have considered all the other options for your workplace.	

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