

HAZARD REPORT

Department/ Section:	Hazard Location:	Date:
Reported by:	Reported to:	
Task/Activity:		
Machinery/Tool/Equipment: (if applicable)		

LIST ANY HAZARD OR POTENTIAL RISK TO PERSONNEL, ENVIRONMENT, EQUIPMENT, PROPERTY		
HAZARD IDENTIFICATION	What is the HAZARD? Example: Broken Machine Guard	Why is it a HAZARD? What could have happened? Example: Could result in lacerated or amputated fingers / hands.

WHAT IS THE POTENTIAL RISK OF THE HAZARD?																													
RISK ASSESSMENT	Risk Assessment Steps: 1) CONSEQUENCES: How severely could the hazard injure or cause illness 2) PROBABILITY: How likely is the consequence (in step 1) going to happen 3) FIND THE RISK PRIORITY NUMBER at the intersection of the selected consequence and probability RISK PRIORITY Priority 1 - Do something immediately Priority 2 - Priority 3 - Priority 4 - Priority 5 - Priority 6 - Plan to do something when possible	RISK ASSESSMENT MATRIX (to determine Risk Priority) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 35%;"></th> <th colspan="3" style="background-color: #d3d3d3;">Step1) CONSEQUENCE/s How severely could someone be injured?</th> </tr> <tr> <th style="background-color: #d3d3d3;">Step 2) PROBABILITY How likely is the consequence going to happen?</th> <th style="width: 15%;">Death or Disability</th> <th style="width: 15%;">Lost Time Injury</th> <th style="width: 15%;">First Aid</th> </tr> <tr> <td>Extremely High:- Very likely to happen</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td>High:- Likely to happen</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> </tr> <tr> <td>Medium:- May happen sometime</td> <td style="text-align: center;">3</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> </tr> <tr> <td>Low:- Unlikely to happen</td> <td style="text-align: center;">4</td> <td style="text-align: center;">5</td> <td style="text-align: center;">6</td> </tr> </table>					Step1) CONSEQUENCE/s How severely could someone be injured?			Step 2) PROBABILITY How likely is the consequence going to happen?	Death or Disability	Lost Time Injury	First Aid	Extremely High:- Very likely to happen	1	2	3	High:- Likely to happen	2	3	4	Medium:- May happen sometime	3	4	5	Low:- Unlikely to happen	4	5	6
		Step1) CONSEQUENCE/s How severely could someone be injured?																											
	Step 2) PROBABILITY How likely is the consequence going to happen?	Death or Disability	Lost Time Injury	First Aid																									
	Extremely High:- Very likely to happen	1	2	3																									
	High:- Likely to happen	2	3	4																									
	Medium:- May happen sometime	3	4	5																									
	Low:- Unlikely to happen	4	5	6																									

WHAT SHOULD BE DONE TO ELIMINATE OR CONTROL THE RISK?				
RISK CONTROL	Proposed Solution/s (include both short & Long term solutions)	WHO	WHEN	EFFECTIVE
				Initials Date

Control Measure is appropriate: (immediate Manager)	Date:
Control Measure is effective: (immediate Supervisor or Manager)	Date: