

**HAZARD IDENTIFIED**

Hazard Report Form filled in by Employee

**HAZARD CONTROLLED?**

**NO**

Hazard Report Form handed to Supervisor

Supervisor agrees Corrective Action and Due Date with Responsible Person

Supervisor fills in Corrective Action, Due Date and Responsible Person

Supervisor communicates Corrective Action and Due Date with Hazard Reporter

Supervisor Reviews Hazard Report Form and forwards to WHS

**YES**

<b>EMPLOYEE TO COMPLETE</b>	<b>PERSONAL DETAILS</b>	
	Full Name:	
	Location:	
	Date:	
	<b>DESCRIPTION OF HAZARD</b>	
	<i>What did you see?</i>	
	<b>CORRECTIVE ACTIONS</b>	
<i>What did you do about it?</i>		

<b>SUPERVISOR TO COMPLETE</b>	<b>FOLLOW UP ACTION</b>	
	<b>Due Date:</b>	
	<b>Responsible Person:</b>	
	<b>FEEDBACK PROVIDED</b>	
	Discussed one on one with reporter:	
	Discussed at staff meeting:	
Discussed at WHS committee:		
<b>Supervisor's Name:</b>		
<b>Supervisor's Signature:</b>		