

5.3S Hazard Report Form 5.3S:



Report To:	Site Address:	For more Information you can contact us on below Details. Phone No: (03) 9933 1100 Fax No: (03) 9338 2688 E-mail: info@goldenbrown.com.au Web Site: www.goldenbrown.com.au Mailing Address: 8/217 Mickleham Rd Tullamarine, Vic 3043
Report Date:	R.O. No.:	Hazard Report No:

Details of the Hazard					
Supervisor:		Date of Report:		Place of Hazard: (Room number or a specific corridor or pathway)	
Reported By:		Date Notified:		(please tick)	
				Staff <input type="checkbox"/>	Contractor <input type="checkbox"/> Visitor <input type="checkbox"/>
Item	Description	Hazard Location	Site Name	ID	Mel. Ref.

WORKPLACE HAZARDS
 Hazards may occur in a workplace which need to be controlled to prevent injuries occurring.
 As a cleaner you have a responsibility to report any hazards that you might find.
 Even if you are not sure that something is a hazard, you should still report it to your Supervisor.

Hazards should be classified as:
 * High Risk Requiring immediate control as they have the potential for permanent/serious injury or death.
 * Moderate Risk Require a level of improvement over a realistic period of time as they may cause serious injury.
 * Low Risk Identified opportunities for improvement as they may provide a level of workplace risk to employee health and safety.

What you should do:
 => List any hazards you find on the hazard report form and give it to your Supervisor.
 => The Supervisor will put these on a Hazard Register and will ask you to help them find solutions to the hazard.
 => If solutions cannot be found, then ways of minimising the risk will be implemented.

– HAZARD REPORT FORM –
 For any hazard including repair or maintenance of cleaning property or the location where there is a risk

HAZARD:

IMMEDIATE ACTIONS TAKEN:

SUGGESTED FIX / CONTROLS / SOLUTIONS:

FOLLOW UP ACTIONS TAKEN:

UNDERTAKEN BY:	DATE:
SIGNATURE	HAZARD REPORT COMPLETED: YES / NO
FURTHER FOLLOW UP / MONITORING REQUIRED YES / NO	FOLLOW UP SUGGESTED DATE:

FEEDBACK TO PERSON REPORTING HAZARD:

MANAGER OR DELEGATE (SIGN): **DATE:**