

MITRE 10 · TradeCentre FAGG'S & BELMONT TIMBER GEELONG · G.GAY & CO BALLARAT · WILSONS BACCHUS MARSH		SH&E Group Tool: Hazard Report Form	
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HAZARD STATUS (Choose which one is most applicable):		☐ New ☐ Investigating ☐ Closed	
DATE Hazard reported:		TIME Hazard Reported:	
Name of Person Reported TO:		Name of Manager in Charge of site or dept:	
HAZARD CLASSIFICATION (Choose one):		☐ Property damage ☐ Work Related	
Hazard Description (Short Heading):			
Hazard Description (Full Description):			
EXACT LOCATION OF HAZARD (include Pillar-State-Site Name- Site Department):			
AGENCY (Choose one):	☐ Product ☐ Electric Hand Tools ☐ Electrical Installation ☐ Hand Tools (Non Powered) ☐ Ladders	☐ Machines ☐ Substances and Chemicals ☐ Mobile Plant (EPJ/ Forklifts/pallet/jacks/etc) ☐ Lifting Equipment (Cranes)	☐ Road Vehicles ☐ Scaffold ☐ Work Environment (weather/temp/ice/etc) ☐ Other
Name of Person who IDENTIFIED the Hazard:		Person TYPE (Choose One):	☐ Employee ☐ Contractor
ACTIONS TAKEN:			
FURTHER ACTION REQUIRED (IF APPLICABLE) AND BY WHOM:			
ACTION:	PERSON RESPONSIBLE:	DUE DATE:	

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**NB: This is an optional hazard reporting tool and may be used where it is not practicable for a person to enter a hazard report direct into the online incident reporting system at the time of report. The completed tool can then be given to a supervisor to enter the Hazard Report details online.*