

Harmony Alliance Guides:
Workplace Health and Safety (WHS)

Hazard/Incident Report Form

Hazard/Incident Report Form

Record all incidents on this Incident Report Form and report the incident according to the *[insert your organisation name]*'s Incident Reporting and Investigation Procedure.

Use this form in your workplace to report health and safety hazards and incidents.

Hazard/Incident

Brief description of hazard/incident:

(Describe the task, equipment, tools and people involved. Use sketches, if necessary. Include any action taken to ensure the safety of those who may be affected).

Where is the hazard located in the workplace?

When was the hazard identified? Date: ____/____/____ Time: _____ am/pm

Recommended action to fix hazard/incident:

(List any suggestions you may have for reducing or eliminating the problem—e.g. re-design mechanical devices, update procedures, improve training, and maintenance work)

Date submitted by manager: Date: ____/____/____ Time: _____ am/pm

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Action Taken

Has the hazard/incident been acknowledged by management? Yes/ No

Describe what has been done to resolve the hazard/incident:

Do you consider the hazard/incident fixed? Yes/ No

Name:

Position:

Signature:

Date:

This Incident Report Form should be completed for all incidents including near-miss events and may also be used to report hazards. If the incident is a medium risk or above, an incident investigation form should also be completed. The form should be completed as soon as possible following the incident. If the person involved cannot complete the form it may be completed on their behalf. Once the form has been completed it should be reviewed by the supervisor or other responsible person as required by the organisation's Injury Management Program (if applicable).