FREE TEMPLATE

# Hazard Report

A one-page form for any worker to report a hazard or near miss, with the supervisor's risk rating, action and close-out on the same sheet.

**How to use this template**

Replace the text in [square brackets] with your own details, delete what does not apply and add what does. Blue hints inside the form cells describe what goes there; delete them as you fill the form in.

Free to use, copy and adapt within your business. Please keep the attribution line in the footer, and link to swms.ohconsultant.com.au/swms/free/hazard-report if you share it.

## Part A — Reported by the worker

| | |
|---|---|
| **Report number** | |
| **Site / workplace** | |
| **Date and time** | |
| **Reported by** | [Name, company, contact (reports may be made anonymously)] |
| **Report type** | [Hazard · Near miss · Unsafe condition · Unsafe act · Damaged equipment] |
| **Exact location** | |
| **What is the hazard, or what nearly happened?** | [Describe what you saw. Photos help.] |
| **Who could be harmed and how?** | |
| **What have you done about it so far?** | [e.g. tagged out the ladder, put up a barricade, told the supervisor] |
| **What do you suggest?** | |
| **Given to (supervisor name) and time** | |

## Part B — Supervisor's assessment

| | |
|---|---|
| **Received by** | [Name, role, date, time] |
| **Risk rating (likelihood × consequence)** | [Extreme · High · Medium · Low] |
| **Immediate action taken** | [Who, what, when] |
| **Further action required** | [Hierarchy level: eliminate, substitute, isolate, engineering, administrative, PPE] |
| **Owner and due date** | |
| **Changes needed to a SWMS, procedure or site rule** | [Document, number] |

## Part C — Close-out

| | |
|---|---|
| **Action completed (date) and verified by** | |
| **Worker who reported told of the outcome (date, by whom)** | |
| **Health and safety representative informed (where applicable)** | |
| **Entered in the hazard register (reference)** | |

| Role | Name | Signature | Date / time |
|---|---|---|---|
| **Supervisor** | | | |
| **Manager (for High and Extreme ratings)** | | | |

**Need the document that goes with it?**

SWMS templates by trade: swms.ohconsultant.com.au/swms/purchase

A repeat hazard usually means the SWMS needs a better control. The paid templates give you an editable SWMS with the hazards and controls written for the trade, prepared for your state.

All free templates: swms.ohconsultant.com.au/swms/free-resources

General information, not legal advice. Work health and safety laws differ between states and territories: check the requirements that apply where the work is done, and the principal contractor's own site requirements.