



Hazard Report

for use on client sites

Include any **incident** that results in a “**near miss/near hit**” on this form as this may help prevent a future accident or injury. Report an incident within the following timeframe to the designated Client Representative. For accidents and injuries use **HS-001 - Accident & Injury Report** form

Type of Incident	Verbal Notification	Written Notification	Investigation Report
Near miss / hit	Within 24 hours	Within 2 business days	Within 10 business days
Property / equipment damage	Within 24 hours	Within 2 business days	Within 10 business days
First aid case	Within 24 hours	Within 2 business days	Within 10 business days
Medical treatment injury	Within 12 hours	Within 2 working days	Within 5 business days
Lost time injury	Within 12 hours	Within 1 business day	Within 5 business days
Notifiable Incident	As soon as reasonably practicable	Within 1 business day	Within 3 business days (initial report)

Date hazard identified:	Hazard location:
Reported by:	Reported to:
Machinery/tool(s)/equipment/work process involved	

Step 1 -Hazard identification - Identify hazard or potential risk to people, environment, equipment or property (*eg broken machine guard*)

Why is it a HAZARD? (<i>eg fall from heights</i>)	What injuries could happen? (<i>eg death</i>)
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Step 2 –Risk assessment (circle the risk assessment level for this hazard)

Risk matrix		How likely is it to occur?			
How severely could the risk hurt someone?		Very likely Could happen any time	Likely Could happen sometime	Unlikely Could happen but unlikely	Very unlikely Could happen, but probably never will
Extreme	Kill or permanently disable	1	1	2	3
High	Long term illness and lost time	1	2	3	4
Medium	Medical attention and time off work	2	3	4	5
Low/ Insignificant	First aid	3	4	5	6
If risk level is assessed at: Extreme Do not proceed. Consult with employer High Proceed with caution only after consultation with employer & workers and applying risk controls		If risk level is assessed at: Medium Proceed with caution after applying appropriate risk controls Low Proceed with caution			

Step 3 – Risk control – What controls we can use? How can we eliminate or control the risk?

Proposed solution(s) – Use an Action plan or separate sheet if insufficient space below	Who is responsible?	Date to start

Can work proceed safely when risk controls are put in place? Yes ☐ / No ☐

If work cannot proceed safely – refer to supervisor for further instructions.

Control measure is appropriate and approved

Signature_____Date_____