

Hazard/incident report form

**To notify SafeWork NSW of an incident, call 13 10 50.
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 – for example re-design mechanical devices, update procedures, improve training, maintenance work)

Date submitted to manager: Date: ____/____/____ Time: _____am/pm

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: ____/____/____
