

HAZARD IDENTIFICATION

DEPARTMENT

DATE REPORTED

AREA

SUPERVISOR

HAZARD

- (a) Means and activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm: and
- (b) Includes:
 - I. A situation where a person's behaviour may be an actual or potential cause or source of harm to the person or another person: and
 - II. Without limitation, a situation described in subparagraph (i) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

DESCRIBE THE HAZARD(S) (What it is, location, loss likely to occur)

IS THIS OR ARE THESE SIGNIFICANT HAZARD(S)?

A Hazard that is an actual or potential cause or source of –

- a) Serious Harm or
- b) Harm (Being harm that is more than trivial) the severity of whose effects on any person depend (entirely or among other things) on the extent of the frequency of the person's exposure to the hazard; or
- c) Harm that does not usually occur, or usually is not detectable, until a significant time after exposure to the hazard.

PLEASE TICK EITHER

YES

NO

**POSSIBLE SOLUTION(S)
(ELIMINATE, ISOLATE, MINIMIZE AND BY WHAT MEANS)**

(ELIMINATE, ISOLATE, MINIMIZE AND BY WHAT MEANS)

BY WHOM

BY WHEN

AGREED SOLUTIONS

TEMPORARY

PERMANANET

OTHER AREAS INFORMED (AS NECESSARY)

SIGN OFF

REPORTINGS SIGNIFICANT HAZARDS

In order to maintain health and safety standards, any dangerous situation, defective equipment or other safety hazard must be reported immediately to management for remedial action. All staff should be involved in the identification of hazards in the workplace so they can be controlled and managed.

Any hazard identified at work must be eliminated, isolated or minimized in that order of preference.

WHAT IS A HAZARD

Examples of potential workplace hazards include:

- A work process, e.g. How an employee uses machinery or equipment
- The physical environment, e.g. Working in restricted spaces, noisy or dusty areas, etc
- The equipment used e.g. Are brakes effective? Is electrical equipment in good condition and properly maintained?
- An external factor, e.g. a robbery in the hope that large sums of money are held.
- An input to the work process, substitution of an unauthorized consumable, a short cut in procedure.
- The work organization, e.g. Are rosters designed to allow frequent changes of activity, or to minimize high pressure situations?
- Access to critical information, e.g. are instructions available at an appropriate literacy or language level for employees in the workplace?
- The construction of the premises e.g. has the glare from other buildings been considered when setting up workstations? Is there sufficient ventilation?
- The impairment of an individual employee, e.g. Where a diabetic employee misses a meal due to work pressures.
- Factors leading to stress or fatigue at work.

PROCEDURE

Make sure that the area is safe as far as possible rendered harmless.

The red "hazard Identification" Forms should be filled in by you, to as far as, and inclusive of, "Possible Solutions." The form should then be handed to your immediate Manager/Supervisor who will then forward it to your Health and Safety Representative.

It is for the Manager/Supervisor to agree on "BY Whom" and "By When" and to notify the originator of the information of progress being made. If this is a hazard, which is likely to occur in other areas, the Managers/Supervisors in those areas should be notified, preferably in writing.

These forms should be signed off only when all actions are completed. They should then be kept on file with the health and Safety Representative and documented in the Hazard Register.

DON'T JUST HAND US THE PROBLEM, BECOME PART OF THE SOLUTION