

HAZARD REPORT FORM

This form to be used by S&T Personnel to report any Near Miss or Hazard situations detected.

Worker to Complete

Name of person reporting hazard:	Phone No:		
Email address of person reporting hazard:			
Date of hazard:	Time(24hr clock):	Date first Reported:	
Location/Site:	Location KM:		
Name of Manager:			
Location of hazard:			
Description of hazard:			
What caused the hazard:			
What immediate action has been taken to control the hazard:			
Have others been advised of the hazard:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Has the Hazard been resolved	<input type="checkbox"/> YES <input type="checkbox"/> NO
Name of witness:			

S&T Coordinator to Complete

Name of Person conducting the investigation:	Date of Investigation:				
Hazard Type (refer over page for further details):					
<input type="checkbox"/> Biological	<input type="checkbox"/> Body Stressing	<input type="checkbox"/> Chemicals	<input type="checkbox"/> Environmental	<input type="checkbox"/> Mental Stress	
<input type="checkbox"/> Other	<input type="checkbox"/> Physical	<input type="checkbox"/> Sound & Pressure	<input type="checkbox"/> Vehicle		
Use the Risk Matrix over page for risk assessment and refer to SHR Rail Safety Document AP16. Conduct Job Safety Analysis in Document SHRI-005-WHSF-ST02 if necessary to clarify safety.					
Consequence:	Likelihood:	Risk Rating:			
Risk controls must be implemented in accordance with the Risk Priority Ranking (refer over page)					
What Hierarchy of Risk Controls has been implemented?					
<input type="checkbox"/> Elimination	<input type="checkbox"/> Substitution	<input type="checkbox"/> Isolation	<input type="checkbox"/> Engineering	<input type="checkbox"/> Administrative	<input type="checkbox"/> Personal Protective Equipment
Details of Corrective Action taken:					
Ensure Action is included on the S&T Corrective Action Register SHRI-004-REST-01 until it is resolved or contained.					
What Date will Corrective Action be taken?		Date Corrective Action was taken?			
To ensure the implemented corrective action does not introduce a further hazard, a further risk assessment is required.					
Consequence:	Likelihood:	Residual Risk Rating:			
If the hazard is a HIGH OR EXTREME risk, ensure hazard is included on the SHR Risk Register for monitoring and review					
Has the Hazard been resolved?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
If not, explain why:					
If no, why not?					
Has feedback been provided to the person reporting the hazard?		<input type="checkbox"/> YES <input type="checkbox"/> NO	Date Consulted:		
S&T Coordinator Signature					

Biological: Contact with, or exposure to, biological factors of non-human and human origin. Examples include viruses and bacteria, fungus, ticks, lice, worms, contact with blood, saliva, urine, faeces, vomitus.

Body Stressing: Muscular stress while lifting, carrying or putting down objects; while handling objects other than lifting, carrying or putting down; with no objects being handled; repetitive movement, low muscle loading. Examples include strain, sprain, fracture injuries to muscle, tendon, ligament and bone as a result of lifting, carrying, pushing, pulling, bending, reaching, turning, twisting, throwing, putting down objects, shovelling, climbing ladders, prolonged standing or kneeling, voice strain, repetitive movement, working in cramped or unchanging positions.

Chemicals: single and long term contact with chemical or substance, insect and spider bites and stings; contact with poisonous parts of plant or marine life. Examples include allergic reactions to substances, chemical splashes, contact dermatitis, swallowing, smoke from bushfires and chemical fires, long term inhalation of dust or fibres such as asbestos fibres, exposure to cigarette smoke, spider, blue-ringed octopus, jellyfish and insect stings and bites,

Environmental: contact with hot and cold objects; exposure to environmental heat and cold; exposure to ionising and non-ionising radiation; contact with electricity; drowning/immersion. Examples include direct contact with objects, fire, flame, water, steam, hot food, ice, snow dry ice, liquefied gas, sunstroke, heat exhaustion, dehydration, frost bite, hypothermia, sunburn, welding flash, electric flash, radiated heat, bright light, eye strain from VDU, exposure to UV and Infra-red radiation, exposure to alpha, beta, gamma, radioactive ores and substances, electric current, static electricity, radio frequency radiation, struck by lightning.

Mental Stress: Exposure to traumatic event, workplace or occupational violence; work pressure, suicide or attempted suicide; work related harassment and/or workplace bullying; other harassment. Examples include witnessing fatal accident, victim of assault or threatened assault, witnessing violent events, receiving verbal threats, interpersonal conflict, unrealistic deadlines, organisational restructure, performance or disciplinary action, sexual or racial harassment.

Other: Multiple hazard types; unspecified hazard type.

Physical: Falls, slips and trips of a person; hitting objects with part of the body; being hit by moving objects. Objects include machines, vehicles, appliances, equipment, tools, materials, substances, animals and other people. Hitting includes brushing, bumping, colliding, cutting, grabbing, grasping, leaning on, piercing, rubbing, slicing, stabbing, caught, striking and touching. Examples include fall from a height or same level, stepping, kneeling or sitting on objects, running or walking into objects, bumping head on shelf, caught in stationary object, hitting or cutting oneself with a tool or knife, rubbing footwear or clothing, chafing from handling objects, being hit by falling objects or person, being bitten by an animal including dog, snake bites, bumps, knocks by animals, accidental pushes, knocks or bumps from a person, being caught in equipment in operation, being trapped between stationary and moving objects, mechanical vibration such as chainsaws, jackhammers, seats of or parts of vehicles, being hit by vehicle, insect, spider in the eye, moving parts of operating equipment, being assaulted by a person that includes deliberate action such kicks, bites, punches, pushes, with or without a weapon, hand tools, objects.

Sound and pressure: Exposure to single, sudden sound; long-term exposure to sounds; explosion; other variations in pressure. Examples include deafness, exposure to workshop or factory noise, being hit by objects as a result of an explosion, explosions relating to chemical, dust, nuclear, physical and boiling liquid expanding vapour explosions.

Vehicle Incidents and other: Slide or cave-in, vehicle accidents, roll overs. Examples of vehicles include trains, cars, trucks, boats, aircraft, bikes, forklifts, tractors, cranes etc. Examples include earth, rock, stone or grain falls, mud slides, trench collapse, any incident on a private road, farm, or footpath involving a vehicle, vehicle catching fire, roll over involving cars, trucks, buses, tractor, forklifts etc.

RISK ASSESSMENT

Use the following risk assessment chart to group tasks into Extreme, High, Medium & Low Risk Levels.

Likelihood (L) of Occurrence		Risk Analysis	
		Consequence (C) of Result	
1	Rare (unlikely to occur)	1	Insignificant (minor or no injury, no E impact)
2	Unlikely (unlikely to occur in next 5 years)	2	Minor (first aid injury, negligible E impact)
3	Moderate (expected to occur in next year)	3	Moderate (MTI, E impact contained)
4	Likely (expected to occur in next 6 months)	4	Major (LTI, some impact)
5	Almost Certain (expected to occur in month)	5	Catastrophic (death/disability, major E impact)

Risk Level Matrix (R)

		Consequence				
		1	2	3	4	5
Likelihood	5	H	H	E	E	E
	4	M	H	H	E	E
	3	L	M	H	E	E
	2	L	L	M	H	E
	1	L	L	M	H	H

KEY	PRIORITY RANKING	RISK ACCEPTANCE REQUIREMENTS
E = Extreme	Immediate application of controls or cease operation until it can be appropriately controlled.	ARHS Executive with prior notification of SHR Board
H = High	To be appropriately mitigated within the time of the shift, work or task time and a permanent control within 3 months.	Notification to SHR Board through S&T Coordinator. S&T Coordinator can approve.
M = Moderate	Within 6 months.	Supervisor
L = Low	When an appropriate alternative can be sourced.	Supervisor