



1 Purpose and Scope

This procedure describes the process to report hazards to Excelsia College. Employees have a responsibility under [Work Health and Safety Act 2011 \(WHS Act\)](#) and the [Work Health and Safety Regulation 2011 \(WHS Regulation\)](#) to notify their employer of any matter that, to the knowledge of the employee, may affect the health and safety of persons in the workplace.

2 Objectives

- 2.1 Establish procedure so that employees may efficiently report any potential hazard to Excelsia College, so that appropriate person(s) can create a process to address potential hazard.

3 Definitions

- 3.1 **Hazard:** Anything (including work practice or procedures) that has the potential to harm the health or safety of a person.

4 Responsibility

The following people have a responsibility in relation to this procedure:

- Managing Director
- Manager Human Resources
- Department Heads
- Staff
- WHS Committee
- Management Committee

5 Procedure

Step/Item	Who	Requirement/Process	Documents
1. Report hazard to Maintenance	All persons in the workplace	Report all hazards to the maintenance team or your supervisor as soon as possible by completing Section 1 of the Excelsia College Hazard Log , located on the Intranet or staff room, behind reception. Give (via email or pigeon hole) the original to maintenance team. Give a copy to your Supervisor, the CFO and WHS representative, and keep a copy for your own records.	Hazard Log

Step/Item	Who	Requirement/Process	Documents
2. Address Hazard	Maintenance	<p>Address the hazard, in consultation with the CFO, giving consideration to:</p> <ul style="list-style-type: none"> • The requirements of the WHS Act and Regulation • Relevant codes of Practice • Relevant Australian Standards • The hierarchy of risk control • In Section 2 of the Hazard Log record the actions taken to address the hazard, and any recommendations for further action to prevent a reoccurrence of the hazard. 	Hazard Log
3. Review and Sign-Off	Managing Director and Employee WHS Committee member	<p>Review the action taken to address the hazard and recommendations for future action. Sign and date Section 3 of the Hazard Log.</p> <p>Give a copy of the completed Hazard Log to the originating employee.</p>	Hazard Log
4. Record Keeping	Manager Human Resources	Maintain the original copy of the Hazard Log on file for a minimum of 5 years.	Hazard Log

6 Document Status

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