



Hazard Log WHS-F02

INSTRUCTIONS:

- Complete and send to the Excelsia College Department of People and Culture hr@excelsia.edu.au.
- If a hazard poses immediate risk, report the hazard to your Supervisor immediately and complete the Hazard Log afterwards.
- **Privacy:** The information collected on this form is used for the reporting of incidents to Excelsia College, its insurers and government agencies as required by law.

Section 1: To be completed for all incidents including near misses.

Reported By:	Date Reported:		
Position:	Reported To:		
Phone:			
Signature:	Date:		
Brief Description of Hazard:			
Where is the hazard located in the workplace?			
When was the hazard identified?	Date:	Time:	AM / PM
Recommendations for Corrective Action:			
<i>(List any suggestions you may have for reducing or eliminating the problem – for example re-design mechanical devices, update procedures, improve training, maintenance work)</i>			

Section 2: Assessment and Control

Report Reviewer:	
Position:	Phone:
Type of Solution:	
<input type="checkbox"/> Eliminate	<input type="checkbox"/> Reorganise Work Area
<input type="checkbox"/> Redesign	<input type="checkbox"/> Procedure Developed
<input type="checkbox"/> Purchase Equipment	<input type="checkbox"/> Training
<input type="checkbox"/> Repairs and Maintenance	<input type="checkbox"/> Other



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Initial Action Taken:

Do you consider the hazard/incident fixed? Yes / No

Recommendations for Further Action:

Signature:

Your Signature: _____

Date: _____

Department
Head: _____

Signature: _____

Date: _____

Section 3: Office Use

Date Received by People & Culture: _____

Manager People
and Culture

Signature

Date

WHS Committee
Member

Signature

Date

Chief Operating
Officer

Signature

Date



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