



**EXCELSIA
COLLEGE**
Sydney - Australia

THIS PROCEDURE IS CURRENTLY UNDER REVIEW

Document Name

HAZARD REPORTING PROCEDURE

Document Number

WP-WHS-02

Document Status

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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.

Procedure

1. Report hazard to Maintenance

All persons in the workplace must 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 College Website.

2. Address Hazard

The Maintenance team should address the hazard, in consultation with the Director of Finance and Administration, giving consideration to:

- a) The requirements of the WHS Act and Regulation
- b) Relevant codes of Practice
- c) Relevant Australian Standards
- d) The hierarchy of risk control
- e) 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

3. Review and Sign-Off

Chief Executive and WHS Committee will review the action take to address the hazard and recommendations for future action. Sign and date Section 3 of the Hazard Log. Hazard Log completed will be communicated to staff via the WHSC minutes posted on the Communication Board.

4. Record Keeping

Director People and Culture will maintain the original copy of the Hazard Log on file for a minimum of 5 years.

References and Documentation

Work Health and Safety Act 2011 (WHS Act)

Work Health and Safety Regulation 2011 (WHS Regulation)

Hazard Log

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