

Instructions: Complete Sections 1 and hand to your Supervisor / Advisor or Manager
Sections 2 to be completed by the receiving Supervisor / Advisor or Manager

Section 1 (Initial Hazard Reporting)

Type of Report:	<input type="checkbox"/> Unsafe Condition <input type="checkbox"/> Unsafe behaviour
Unsafe Condition:	
Work Activity and or Location:	
What is the Hazard:	
Possible Consequences?	
Your Suggested Actions?	

Unsafe Behaviour:	
Work Activity and or Location:	
Who:	
What is the Hazard:	
Possible Consequences?	
Your Suggested Actions?	

Time/Date Reported	, / /	Reported to:		Reported By:	
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Section 2 (Supervisor / Advisor or Manager review)

Type of Report confirmation:	<input type="checkbox"/> Near Miss <input type="checkbox"/> Hazard <input type="checkbox"/> OFI <input type="checkbox"/> NCR
Issue owner:	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
Was a Golden Rule Breached?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes which rule(s)?

Agreed Action – 1. :	
Assigned to (Name):	Due Date:

Agreed Action – 2. :	
Assigned to (Name):	Due Date:

Golden Rule Breaches – [Nominate rules for Unsafe Behaviour]

1. For All Work - Never start work without identifying the hazards and having controls in place. STOP work if a task is unsafe.	2. Cranes & Lifting	5. Operating Mobile Plant	8. Working With Electricity
	3. Working At Height	6. Driving Vehicles	9. Trenching
	4. Working Near Mobile Plant	7. Working On Energised Equipment	10. Working In Confined Space