

# Hazard/incident report form

---

Use this form in your workplace to report health and safety hazards and incidents. To notify SafeWork NSW of an incident, call 13 10 50.

## Hazard/Incident

**Brief description of hazard/incident:** (Describe the task, equipment, tools and people involved. Use sketches, if necessary. Include any action taken to ensure the safety of those who may be affected.)

---

---

---

---

**Where is the hazard located in the workplace?**

---

---

**When was the hazard identified?** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_am/pm

**Recommended action to fix hazard/incident:** (List any suggestions you may have for reducing or eliminating the problem – for example re-design mechanical devices, update procedures, improve training, maintenance work)

---

---

---

---

**Date submitted to manager:** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_am/pm

## Action taken

**Has the hazard/incident been acknowledged by management?** Yes/No

**Describe what has been done to resolve the hazard/incident:**

---

---

---

---

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

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_