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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safety hazard report |
| **Hazard:** Situation unrelated to a person with potential harm, human injury/ill health, property damage, environment (includes dangerous occurrences and system failures)  **Hazard reporter**: This report form can be used to record a hazard prior to entering the details into the Enterprise Risk Management System (ERMS). The hazard details must be entered ERMS.  For use in conjunction with the *Health & Safety: Incident, injury, hazard reporting and investigation requirements.*  **More help**: <https://safety.unimelb.edu.au/report-an-incident>or contact [*ohs-enquiries@unimelb.edu.au*](mailto:ohs-enquiries@unimelb.edu.au)  *This information will be stored and used only in accordance with the university’s privacy policy:* [*https://policy.unimelb.edu.au/MPF1104*](https://policy.unimelb.edu.au/MPF1104)  all fields indicated with this symbol are mandatory. All other fields are completed where relevant. | |

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| Hazard | | | |
| Who noticed this hazard? | | | |
| Me (Person type not required)  Another person (Person type mandatory) | | | |
| Person type:  Employee  Honorary  IT Access  Student  Visitor | | | |
| Name of person who noticed the hazard: | | | |
| Additional details if known: | | | |
| Employee/Student ID: | Telephone no: | | Email address: |
| Faculty/Division (optional): | | Department (optional): | |
| Company name (if applicable): | |  | |
| When was the hazard noticed? | | | |
| Date (dd/mm/yyyy): | | Time (00:00am/pm): | |
| Hazard Details | | | |
| The hazard is located:  On campus  Off campus | | | |
| Location: | | | |
| Describe the hazard with as much details as possible: | | | |

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| Hazard Breakdown | | | | | |
| Hazard Classification | | | | | |
| Select what could occur as a result of this hazard | | | | | |
| Being trapped by moving machinery or equipment Biological factors of animal or human origin (exposure to microorganisms or potentially infectious materials) Bitten or struck by an animal (vertebrates) Bitten or stung by an insect or spider by an animal (invertebrates) Body stressing from lifting, carrying, pulling or handling objects Body stressing resulting from repetitive or sustained movements, awkward postures or application of force Contact with poisonous parts of plant or marine life Exposure to or contact with chemicals and other substances Falls, trips and slips of a person | | | Hot/cold objects or environments (including low oxygen environment) Other and unspecified mechanisms of injury Psychosocial (non-traumatic exposures) Radiation and electricity Sound and pressure Striking objects with a part of the body Struck by moving/falling objects (including vibration, assault) Transport (vehicle/bicycle) incident Traumatic event | | |
| What do you believe is the likely cause of this hazard? | | | | | |
| Biological agencies Chemicals Human agencies Indoor environment Live animals Machinery and fixed plant Mobile plant | Non-living animals Non-metallic substances Non-physical agencies Non-powered equipment Non-powered hand tools Other causes Other materials, substances or objects | | | Other transport Outdoor environment Powered equipment, tools and appliances Road transport Underground environment | |
| Assign to | | | | | |
| Manager/Supervisor (name): | | | | | |
| Enter the details of any people to whom you have reported this hazard | | | | | |
| Employee (name): | | Date (dd/mm/yyyy): | | | Time (00:00am/pm): |
| Contractor/visitor/other (name): | | Date (dd/mm/yyyy): | | | Time (00:00am/pm): |

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| Outcome |
| What have you done to remove the hazard? |
| Please provide details: |
| What additional actions do you think are required to remove the hazard? |
| Please provide details: |

## Attachments

## Include a copy of this hazard report once it has been entered into ERMS.

## Supporting documentation can also be attached to the hazard report once entered into ERMS. Examples include:

## word, pdf and excel;

## photos;

## emails; and

## videos.