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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safetyhazard 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**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.