

HAZARD REPORT Occupational Health and Safety

How to use this form:

Reporter(s): Upon completion of this form, submit the form immediately to your supervisor.

Supervisor: Upon receipt of the Hazard Report, immediately determine what corrective actions are required, and direct to the appropriate department for corrective actions to be made. Advise the person who originated the hazard report on the status of the corrective actions. Once completed his report should be distributed as follows;

ORIGINAL *Manager/Supervisor*
COPY *Richard Doyle (Safety & Environment Officer)*
COPY *Joint Occupational Health and Safety Committee via Human.Resources@RoyalRoads.ca*
COPY *Employee who originated report*

Date of Report:	Completed by Reporter(s):
Date Reported to Supervisor:	Reported to (Supervisor):

Description of Safety or Hazard Item
 (Define as either "A", "B", or "C" class hazard – see below)

When identifying a hazard, to the best of your ability, determine the seriousness of the hazard in order to ensure that appropriate corrective action is taken

NOTE
 "A" class hazards are those that require immediate attention and have life threatening or a serious injury potential.
 "B" class hazards are those that do not require immediate attention but could result in a personal injury or loss of equipment.
 "C" class hazards are those that require corrective action but do not pose an immediate threat of either injury or loss.

Hazard Rating (A or B or C)	Describe Hazard and Precise Location	Immediate Action Taken (if any)

Corrective action taken (to be completed by Supervisor)

Corrective Action and Date Completed