

KEEPING A RECORD OF HAZARDS AND INCIDENTS

WorkCover inspectors have found in many incident investigations, someone has noticed a safety hazard but did not report it. Noting that a safety hazard exists and making someone responsible for fixing the hazard can prevent a workplace incident from occurring. Using a hazard/incident report is one way of ensuring that any safety hazards are recorded and fixed. The following step-by-step guidance is aimed at assisting workplaces to implement systems to identify, record and control hazards/incidents in their workplaces.

Why you need a hazard/incident report

Recording safety hazards on the hazard/incident report can help to keep track of the hazards reported and what's been done to fix them.

Reminds employees that keeping an eye out for safety hazards is important.

Completing a report makes sure that a person who can fix the hazard can decide how serious the hazard is and how quickly it needs to be fixed.

What you do when a hazard is found or an incident occurs

Things you need to think about in relation to recording hazards and incidents include:

- Make a reliable, experienced employee responsible to receive any reports of hazards or incidents.
- Make sure all employees know what to do when a hazard is identified or an incident occurs and who to report them to.
- Use the hazard/incident report provided, develop your own form or use a diary and follow the steps outlined below.

Step 1: RECORD THE DETAILS

- Employee (worker, supervisor or manager) identifies hazard or incident and reports it to the supervisor responsible for that area.
- Isolate the hazard/incident and record details associated with the hazard.
- Fix the hazard and record the details.
- Record any further action to be taken and give the hazard/incident report to the manager.

Step 2: CHECK THE DETAILS

- Manager/owner checks the completed hazard/incident report and keeps a copy for future reference.

Step 3: INFORM STAFF

- Talk with employees about the hazard/incident and what was done to fix the hazard.