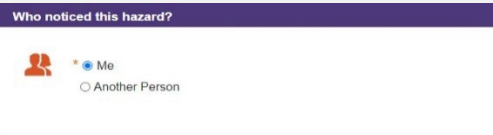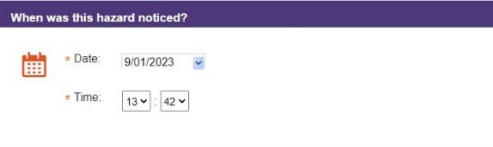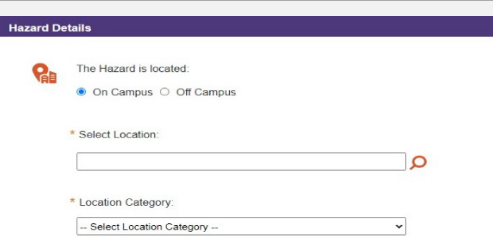# Reporting a Hazard

When logging a report of a Hazard (something that could cause harm to someone or the environment) within *riskware*, include enough detail to support Nominated Supervisors, Course Coordinators and/or relevant staff members can determine what actions should be taken to resolve the hazard. Start by identifying the exact location of the hazard and include photographs (if you can) to support these staff members to make decisions about the Control Measures (treatments) which could be applied to resolve the hazard.

Some examples of hazards which may be reported:

A broken step, a staff member is working on a ladder which is not barricaded off from pedestrians, staff members are walking across a driveway which is a blind spot, large items are left on the ground which creates a trip hazard.

What appears on screen	Instructions
	Step 1: Click on the Incident/Hazard Reporting – Report an Incident/Hazard.
	Step 2: Select Hazard to report any hazardous situaltion which could result in injury to either yourself or another person.
	Step 3: Who noticed the hazard? If you select 'Another Person' you will be asked to identify the person on the next page of the report.
	Step 4: Enter the date and time that the hazard was noticed.
	Step 5: Enter the details of the hazard starting with the location of the incident. Use the drop down to select the relevant campus location. Use the dropdown menu to select the appropriate location category.

| What appears on screen	Instructions
Location Details: [Enter any further location details (if Maps Interface used, Map Location Address will be populated). ABC ✓] * Describe the hazard with as much detail as possible: [Describe the circumstance that has the potential to cause harm, injury or damage. Enter details such as equipment, tasks, people involved, etc. ABC ✓]	Provide enough detail to allow the reader of the report to identify the location of the hazard. Click Next to move to the next page.
Does the hazard have the potential to damage the environment? ● No ○ Yes Identify the possible environmental impact of this hazard -- Select an environmental impact --	**Step 6:** Identify if the hazard has the potential to cause environmental damage. If 'Yes', use the dropdown menu to select the possible impact.
Hazard Classification: * Select what could occur as a result of this Hazard: [Being hit by moving objects] * What do you believe is the likely cause of this Hazard? [Machinery and fixed plant] Classify this Hazard by selecting the most appropriate item from the dropdown boxes. If multiple items apply, select the most severe.	**Step 7:** Using the dropdown menu select what could occur as a result of the hazard and what is the likely cause of the hazard.
Assign to: * Manager/Supervisor: [Brett Carroll] 🔍 Select the most appropriate person for the management of this hazard. Typically, this will be your line manager.	**Step 8:** Select who the hazard will be assigned to. Typically it will be your Nominated Supervisor. They will receive a notification and will be required to follow up with the review and assignment of the actions to prevent an incident occurring. To find the required person use the 🔍 icon, enter details (first and/or last name), click search and then select.
Enter the details of any people to whom you have reported this hazard Staff: [ ] 🔍 If you have notified anyone else of this hazard, enter their details here. Date: 9/01/2023 ▼ Time: 13 ▼ 42 ▼	**Step 9:** Enter any further details of staff, students and others that have been notified of the hazard, and the date and time. Click Next to move to the next page.
Attachment 📎 [Click to add an attachment] Attachment Type	Document Description	File Name	Date Uploaded	Uploaded By	**Step 10:** Attachments can be added to the such as photos, previous incident hazards, maps, etc. Click Next to move to next page.

| What appears on screen	Instructions
What have you done to remove the Hazard? Where possible you should reduce or eliminate the Hazard to minimise the risk to people. List the actions you have done to achieve this. Otherwise, leave blank. Where possible you should reduce or eliminate the Hazard to minimise the risk to people. List the actions you have done to achieve this. Otherwise, leave blank. ABC ✓	**Step 11:** List and action which were taken to make sure the hazard does not result in an incident occuring e.g. barricaded the area, sealed with hazard tape, cleaned the spill, removed the damaged item, etc.. This should be a physical action resulting in an instant change. If a verbal notification is made, the hazard may not have been resolved and the potential for injury still exists.
What additional actions do you think are required to remove the Hazard? List any suggestions you may have for reducing or eliminating the Hazard e.g. re-design mechanical devices, procedures, training, maintenance work, documentation, etc. ABC ✓	**Step 12:** List any additional actions required to assist in reducing or eliminating the hazard, e.g. changes in procedures, training, preventative maintenance, design review processes, redesign of existing layout, etc.
You are about to submit a Hazard To complete this process, please follow the instructions below	**Step 13:** Click on the Submit button to finalise the reported hazard. A confirmation email will be sent to you once the hazard has been logged. You will receive a notification when the hazard report has been resolved.