

Hazard/Incident Report Form

Use this document for reporting health and safety risks and occurrences within your workplace. To inform SafeWork NSW about an incident, please dial 13 10 50.

Hazard/Incident Information	
Provide a brief description of the hazard/incident: (Describe the activity, equipment, tools and individual involved. Use sketches, if needed. Describe any measures taken to safeguard those potentially impacted.)	
In what area within the workplace can the hazard be found?	
When was the hazard identified?	
Date: / / Time: am / pm	
Suggested measures to address the hazard or incident: (Enumerate any ideas you propose for mitigating or resolving the issue – such as modifying mechanical equipment, revising procedures, enhancing training, or conducting maintenance work)	
Date and Time Submitted:	Date: / / Time: am / pm

Actions Taken

Has management acknowledged the hazard or incident?	☐ Yes ☐ No
Explain the steps taken to address and resolve the hazard or incident:	
Do you think the hazard or incident has been resolved?	☐ Yes ☐ No
Name:	
Position:	
Signature:	
Date:	/ /