Hazard report form: civil construction

A plain form for reporting a hazard before anyone is hurt. Fill it in on site, hand it to your supervisor and keep a copy.

Example / general information, not legal advice. Edit it to suit your workplace and check current rules with your regulator.

ABOUT THIS REPORT

Report number

Date and time you saw it

Your name (optional if your workplace allows anonymous reports)

Site, building or area

WHAT YOU SAW

What the hazard is, in your own words

Exactly where it is

Who could be hurt

Photo taken (yes or no, and the file or reference)

CIVIL CONSTRUCTION: SPECIFIC QUESTIONS

Chainage or kilometre marker, and the side of the road

Traffic management plan version in place and who set the layout out

Services located before digging, with the Dial Before You Dig reference if used

Plant ID and the operator on shift

Rain or wind in the last 24 hours

Shoring, batter or bench condition at the time

WHAT YOU DID

Immediate control: barrier, tag, isolation or area cleared

Who you told, and when

Work stopped or carried on

FOLLOW-UP (SUPERVISOR OR MANAGER)

Priority

Action to fix it

Assigned to

Due date

Closed on, and by whom