Hazard report form: landscaping and tree work

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)

LANDSCAPING AND TREE WORK: SPECIFIC QUESTIONS

Property address and the part of the property: front, back or easement

Estimated distance to power lines, with a photo from the ground

Tool or machine in use and whether its guards were on

Chemical name and whether the label or data sheet was on the truck

Slope or ground condition: wet, loose, steep or uneven

Public, children or pets within reach of the work

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