Hazard report form: local government

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)

LOCAL GOVERNMENT: SPECIFIC QUESTIONS

Asset ID or street location, with a photo from a safe spot

Who could be affected: children, older people, staff or contractors

Interim control put in place: tape, sign or closure

Owning team: parks, roads, buildings or facilities

Customer interaction involved, and whether the report needs to stay confidential

Sharps kit used, if a needle was found

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