Hazard report form: manufacturing

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)

MANUFACTURING: SPECIFIC QUESTIONS

Machine or asset ID, and the line it sits on

Guard or interlock status when you saw it

Isolation lock number, and who holds the key

Task being done: running, cleaning, clearing a jam or maintenance

Shift, and whether it was a changeover or a restart

Noise, fume or dust noticed, and how long people were exposed

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