Hazard report form: warehousing and logistics

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)

WAREHOUSING AND LOGISTICS: SPECIFIC QUESTIONS

Aisle, bay and level, as shown on the rack labels

Forklift or reach truck ID, and the operator if known

Pallet, stack height and what was on it

Dock door number and the truck registration

Rack damage seen: upright bent, beam displaced, clip or load plate missing

Pedestrian and truck separation at the spot

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