



Hazard Reporting Safe Working Practices

Everyone has a duty to bring dangerous situations or things which could cause harm or damage to themselves or others (Hazards) to their employer's attention.

In normal circumstances hazards which are likely to cause imminent danger should be dealt with immediately by reporting them to line managers so that remedial action may be taken.

Suggestions or health and safety queries may also be raised with Safety Representatives or department Safety Co-ordinators through this method.

Where personnel feel that action to remove or reduce hazardous situations is not satisfactory they should make formal representation to their line managers by using the Health and Safety hazard report form.

The issuing and receiving of hazard report forms must be monitored and reviewed formally by line managers and Safety Committees on a regular basis. Where line managers receive a hazard report form a risk assessment should be carried out to ascertain whether remedial action is required. Should they not have the authority to take action the hazard report and risk assessment must be passed to senior managers for a considered response.

HEALTH AND SAFETY HAZARD REPORT FORM**NOTES**

1. The employee reporting the hazard should complete Column (a), forward to his/her immediate superior and retain a copy.
2. The employee's immediate superior should complete Column (b) and pass to the Section Head.
3. The Section Head should inform the appropriate Safety Representative about the Report and following any discussion complete Column (c) and forward to the Safety Officer in the case of a reported hazard in Contracting Services, or to the Safety Adviser for **all** other departments.
4. The Safety Officer/Safety Advisor should complete Column (d) and forward to the Department Head or Director of Service.
5. The Department Head or Director should complete Column (e), forward a copy (in respect of **all** Departments) to the Safety Adviser, Town Hall, Torquay, a copy to his Section Head for action, a copy to the Departmental Safety Representative, and retain a copy.
6. When, under Column (e), there is a recommendation for the matter to be referred to the Safety Committee, the Safety Adviser will be responsible for placing the item on the agenda for the next meeting of the Safety Committee.



HEALTH AND SAFETY HAZARD REPORT
(See Notes Overleaf)

..... Department

Serial No.

(a) DETAILS OF HAZARD	(b) SUPERVISOR'S COMMENTS	(d) COMMENTS BY SAFETY OFFICER/ADVISER
<p>State location and nature Recommended Action</p>	<p>Name:</p> <p>Date:</p>	<p>Name:</p> <p>Date:</p>
	(c) SECTION HEAD'S COMMENTS	(e) ACTION BY HEAD OF DEPARTMENT
<p>Hazard Reported by:</p> <p>.....</p> <p align="center">(Block Capitals)</p> <p>Date:</p> <p>PASS TO YOUR IMMEDIATE SUPERVISOR</p>	<p>Name:</p> <p>Date:</p>	<p>I approve the following action:-</p> <p>Signed:</p> <p>Date:</p> <hr/> <p>NOTED DATE</p> <p>S/A</p> <p>TC/CEO</p>