



PICAC FACILITY

OHS Hazard Identification Report

REGISTERED TRAINING ORGANISATION











Name: _____

Date: _____

1. Person Involved Details		
Given Name		<input type="checkbox"/> Employee <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Contractor
Family Name		
D.O.B.	/ /	
Contact Details		
Address		

2. Details of Incident / Hazard				
Work Related <input type="checkbox"/>	Injury /Illness <input type="checkbox"/>	Incident Near Miss <input type="checkbox"/>	Hazard <input type="checkbox"/>	Property Damage <input type="checkbox"/>

3. Location of Incident / Hazard			
Time Occurred	/ /	Date Occurred	/ /

<p>What were you doing? Describe the activity undertaken at the time.</p>	
<p>What happened? Describe the incident/near miss as it occurred or the hazard observed.</p>	
<p>What did you do? Describe what happened next.</p>	

3. Were there any witnesses?

<p>Name:</p>	<p>Phone Number:</p>
<p>Name:</p>	<p>Phone Number:</p>

4. Signature of person making report

<p>Print Name:</p>	<p>Date: / /</p>
<p>Signature:</p>	<p>Contact Number:</p>

5. Signature of RTO Manager

<p>Print Name:</p>	<p>Date: / /</p>
<p>Signature:</p>	<p>Contact Number:</p>

6. Risk Controls

List any short term actions that have been implemented to control the risk of a repeat:

What further actions need to be taken to control the risk?

Risk Control	Action to be taken	By Whom	By When
Elimination <i>eg. Discontinue use of product or process</i>			
Substitution <i>eg. Replace with similar item to do same job with lower hazard level</i>			
Isolation <i>eg. Put a barrier between the person and the hazard</i>			
Engineering Controls <i>eg. Change the process, equipment or tools so the risk is reduced</i>			
Administration Controls <i>eg. Guidelines, procedures, rosters, training, etc. to minimise the risk</i>			
Personal Protective Equipment <i>eg. Equipment worn to provide a temporary barrier</i>			

5. Signature of RTO Management Representative

Print Name:	Date: / /
Signature:	Contact Number: