[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Hazard identification form

Anyone can raise a hazard with this form - no jargon, no delay.

Reference: _____

Date raised: _____

Raised by: _____

Location: _____

The hazard [What is the hazard? Describe it plainly.]

Who could be harmed and how [Who is at risk and what could happen to them.]

Suggested fix [What would remove or reduce the hazard?]

Management response

Risk level: _____

Action agreed: _____

Owner: _____

Target date: _____

Completed: _____

Sign-off

Raised by: _____ **Manager:** _____ **Date:** _____