

Record of health or safety issue

Owners and supervisors are required to use this or similar templates to keep a record of any identified health or safety issues reported by your workers or their elected health and safety representatives. This will help to maintain and improve safety in your workplace by identifying hazards, risks, faulty equipment, unsafe practices etc.

Who should use this form?

- workers
- health and safety representatives (HSRs), if you have them, are entitled to inspect their area of representation and to report, orally or in writing, to the PCBU any issue that in their opinion affects or may affect workplace health and safety
- a health and safety committee member, if you have one
- other people may also use this form to report a work health and safety issue

(PONY CLUB ASSOCIATION NSW)

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| 1. Who reported the health or safety issue? | |
| | |
| Time: _____:_____am/pm | Date: ____/____/____ |

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| 2. Who was the health and safety issue reported to? | |
| | |
| Time: _____:_____am/pm | Date: ____/____/____ |

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| 3. What is the health or safety issue? Location of hazard/risk? |
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| 4. What is its priority? Assess the priority of the health or safety issue by identifying its most likely impact/consequence on workers and the chance of it actually happening. |
| Date for remedial action to fix issue: |

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| 4. What has been done to rectify the health or safety issue? | |
| | |
| Signed: | Date: ____/____/____ |

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| 5. What further action needs to be taken? (eg. Training, item creating hazard to be removed, manual task changed in a way that it no longer requires lifting, noise assessment, review of safe work procedures, training, etc). | | |
| List | Responsibility | Date for completion |
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