Hazard Reporting Procedure

HiFlex Physio

Introduction

The objective of hazard reporting is to give a consistent approach so that everyone in the business can follow and understand. It also means that hazard reporting can be linked with hazard management, OH&S planning and evaluation. This will assist in the continuous improvement of OHS performance in HiFlex Physio.

Hazard Reporting Procedure

Step 1. If possible fix the hazard immediately and safely and tell the Centre Manager.

1.1 Enter the details in the worker's section on the Hazard Report Form.

1.2 If the hazard resulted in an incident, then an Incident Report Form should also be filled out and the incident investigated.

Step 2. Complete the hazard report form.

2.1 If you were able to correct the hazard, describe what you did. If you were unable to correct it, describe what you think should be done.

2.2 Give the form to your Manager.

2.3 The Manager must review the employee's input for completeness and review any action taken

Step 3. Manager will complete the following:

The Manager must develop and document an OHS risk management plan in consultation with employees that incorporates the identification, assessment and control of risks arising from work. Particular attention should be paid to:

- Areas/activities identified as high risk
- Hazardous substances/chemicals

What Needs to be Done	By Whom	By When

1300 555 222

hiflexphysio.com.au

222 Wandoo St Brisbane 4000