



Hazard Reporting Procedure

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, Workplace Health and Safety planning and evaluation. This will assist in the continuous improvement of the Workplace Health and Safety performance of Barrington Café.

Hazard Reporting Procedures

Step 1. If possible, fix the hazard immediately and safely and report to Café Manager.

1.1 Enter the details in the workers section on the Hazard report form

1.2 If the hazard resulted in an incident, then an Incident report form must be completed, 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 directly to your manager.

The manager must review the employees input for completeness and review any actions taken.

Step 3. Manager will complete the following

The manager must develop and document a Work health and safety 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 and chemicals.

What Needs to be Done	By Whom	By When