

WHS Hazard Report Form

IMPORTANT

- This form is to be completed for all hazards where no injury or incident has occurred, any hazard that has been identified involving people we assist.
This must be provided to the WHS team StateWHS@vinnies.org.au as soon as practicable.
- Serious Hazards that require immediate attention to prevent an incident must be reported **IMMEDIATELY** to both your Manager and by phoning your WHS Regional Partner.

1. Hazard Details

Person completing this hazard report

Full Name: Role:

Date: Time:

Region

Metropolitan North West West Woolloomooloo
 North East South Lewisham

Service Name or Specific Location.

2. Hazard Description

Who identified the hazard?

Employee Contractor Conference Member Volunteer
 PWA Name: _____

When was the hazard identified?

Date: Time:

Describe the hazard / safety issue: *Please include exact location of the hazard.*

What immediate action was taken? *Please include all details of what was required to make the area safe.*

Recommended action to permanently control the hazard?

WHS Partner review

Comments / recommendations:

Signature: _____

Date: _____

3. Corrective Actions Required (Team Leader to Complete)

Agreed action to control the Hazard:

Management approval for recommended action

Name: _____

Position: _____

Signature: _____

Date: _____

Action completed by

Name: _____

Position: _____

Signature: _____

Date: _____

Comments:

**Safe Works Team**

1. **STATE WHS MANAGER:** Darren Stevenson: Mob: 0459 281 880 | Email: darren.stevenson@vinnies.org.au
2. **STATE RTW & WELLBEING PARTNER:** Enzo Cogna: Direct: 02 8622 0366 | Mob: 0410 453 696 | Email: enzo.cogna@vinnies.org.au
3. **SOUTH PARTNER:** Annette Combs: Direct: 02 6923 1906 | Mob: 0437 579 769 | Email: annette.combs@vinnies.org.au
4. **NORTH EAST PARTNER:** Lea England: Direct: 02 4032 3567 | Mob: 0458 260 365 | Email: lea.england@vinnies.org.au
5. **WEST PARTNER:** Annette Combs: Direct: 02 6923 1906 | Mob: 0437 579 769 | Email: annette.combs@vinnies.org.au
6. **METRO PARTNER:** Marc Corbridge: Mob: 0423 048 349 | Email: marc.corbridge@vinnies.org.au
7. **METRO VINNIES SERVICES:** Melinda Woods: Mob: 0435 066 530 | Email: melinda.woods@vinnies.org.au

THE SOCIETY HAZARD, INCIDENT AND INJURY REPORTING FLOW CHART

Please note the numbers within the flow chart relate to the sections of the Society WHS Report Form to be completed

