# Hazard report form

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| **Details of person reporting the hazard** | | | | | |
| Full name |  | Phone | |  | |
| Email |  | Position | |  | |
| **Details of the hazard** | | | | | |
| Date and time identified |  | | Location | |  |
| Details of the hazard |  | | | | |
| Actions taken to control risk |  | | | | |
| **Details of person who the hazard was reported to** | | | | | |
| Full name |  | Phone | |  | |
| Email |  | Position | |  | |
| **Suggested actions** | | | | | |
| Details of additional risk control measures to take |  | | | | |
| Signature of person reporting |  | Date | |  | |