# EDUSAFE PLUS hazard notification Form

**How to use this form?**

This form is to be used for v**isitors, volunteers** and **contractors** to report hazards on behalf of themselves or on behalf of other employees. Not all questions are required, simply complete the information to be best of your knowledge.

**Who can use this form?**

Visitors, volunteers and contractors

**How to lodge a hazard report?**

This form can be completed online or printed. The visitor, volunteer or contractor should complete the form and forward it to the Principal/Manager or Business Manager who will enter details of the incident into eduSafe Plus.

**Attach any relevant photos or documents with the hazard notification form.**

See ***Hazard Classification Index*** below for further details.

# EDUSAFE PLUS hazard notification proforma form

|  |  |  |  |
| --- | --- | --- | --- |
| Your Details | | | |
| **Name** |  | |
| **Address** | |  |
| **Contact number** | |  |
| **Email address** | |  |
| **Organisation/Company** | |  |

## Initial Hazard Reporting Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School/Workplace Details | | | | |
| **School Name:** |  | **Campus/Location:** |  |
| **School Principal/ Workplace Manager:** | |  | |

|  |  |  |
| --- | --- | --- |
| Hazard Details | | |
| **Please provide a title for the hazard** |  |
| **Please provide a description of the hazard:** |  |
| **How could the hazard eventuate?**  Please use the hazard classification index. |  |
| **What is the potential source of harm?** Please use the hazard classification index. |  |
| * I believe that this hazard has the potential to cause death or serious injury | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Where did the hazard occur? | | | | | | | |
| * Department location (e.g. school, office) | | | * Offsite (e.g. school camp, excursion) | | | | |
| **Enter hazard location:**  Please use the location category index. | |  | | | | |
| **Select location category:** | | * School – General classroom * School – Technology workshop * School – Science laboratory * School – Gymnasium/Stadium * School – Offices or administration areas * School – Other indoor locations * School – Other outdoor location | | | | * School – Paths, walkways, ramps or stairs * Corporate – Office or administration area * Corporate – Other indoor location * Corporate – Paths, walkways, ramps, or stairs * Outdoor Location |
| **Any additional location information:** | |  | | | | |
| **When was the hazard noticed?** | | | | | | | |
| **Enter date:** |  | | | **Enter time:** |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Actions and Notifications? | | | | | | |
| **What has been done to remove the hazard?** | |  | | | |
| **What additional actions do you think are required to remove the hazard?** | |  | | | |
| **Who has been notified of the hazard?** | | | | * Staff * Other | |
| **Name of the person notified:** | | | |  | |
| **Address** | | | |  | |
| **Contact number** | | | |  | |
| **Email address** | | | |  | |
| **Organisation/Company** | | | |  | |
| **What date and time did you advised of the hazard?** | | | | | |
| **Enter date:** |  | | **Enter time:** | |  |

# Hazard Classification index

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard Classification** | |  |  |  |
| **How could the hazard eventuate?** | Being hit by moving objects-ball, flying object, hit accidently by person, assault | Exposure to mental stress (e.g. Traumatic event, conflict, bullying, work pressure) | Long term exposure to sound | Other muscular stress (e.g. voice strain) |
| Contact or Exposure to heat and cold | Exposure to sharp, sudden sound | Muscular stress handling object/student excl. lifting, carrying or putting down | Repetitive movement with low muscle loading (e.g. Occupational Overuse Syndrome) |
| Contact with Chemical or Substance | Falls from a height | Muscular stress with no objects being handled (e.g. sport) | Student Challenging Behaviour (e.g. Striking, kicking, spitting, Phys. threats) |
| Contact with Electricity | Falls on same level (including trips & slips) | Muscular stress, lifting, carrying or putting down objects/students | Unspecified mechanism of injury |
| Contact with, or exposure to, biological factors | Hitting objects with part of the body (e.g. struck leg on table while passing) | Other and multiple mechanisms of injury | Vehicle Accident |
| Exposure to mechanical vibration | Long term contact with chemical or substance | Other contact with chemicals or substance-incl. insect and spider bites, stings |  |
| **What is the potential source of harm?** | Biological Agencies | Machinery and fixed plant | Non-physical agencies | Powered equipment, tools and appliances |
| Chemicals | Mobile Plant | Other agencies | Road transport |
| Human Agencies | Non living animals | Other materials, substances or objects |  |
| Indoor environment (incl. office) | Non powered equipment | Other transport |  |
| Live Animals | Non powered hand tools | Outdoor environment |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location Category Index** | | | | |
| Camp - Off premises | Non School - Corridor or internal walkway | School - Classroom General | School - Other indoor location |
| Camp - Premises | Non School - Employer office | School - Classroom Technology | School - Other outdoor location |
| Camp - Recreation Facility | Non School - Not Department premises | School - Classroom Workshops | School - Outdoor recreation space |
| Camp - Transport | Non School - Other Indoor | School - Corridor | School - Paths, walkways and ramps |
| Excursion - Destination | Non School - Outdoor within precinct | School - Gymnasium/Stadium | School - Stairs and steps |
| Excursion - Transport | Non School - Room other than office | School - Offices or administration area |  |

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