**Hazard Report Template**

**Reporting a hazard**

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| Who reported the hazard?

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| Time and date of person describing hazard Name of person reporting hazardHow the person became aware of the hazardWho the person reported the hazard to for assessment  |  |

What is the hazard? |
| Time and date when hazard identifiedLocation of the hazardDescription of vehicle or driver involved in the hazardDescription of hazard |  |
| **Assessing a hazard**Who assessed the hazard? |  |
| Time and date of the reportingName of person assessing the hazard |  |
| What is the assessment? |  |
| Chance the hazard will create an incidentAction that can be taken to prevent an incidentAction to be taken immediately or deferredIf deferred, why and when to | Minimal Possible/ProbableImmediately Deferred |

**Clearing a hazard**

Who cleared the hazard?

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| Time and date when hazard clearedName of person clearing the hazard |  |