**Hazard Report Template**

**Reporting a hazard**

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| Who reported the hazard?   |  |  | | --- | --- | | Time and date of person describing hazard  Name of person reporting hazard  How the person became aware of the hazard  Who the person reported the hazard to for assessment |  |   What is the hazard? | |
| Time and date when hazard identified  Location of the hazard  Description of vehicle or driver involved in the hazard  Description of hazard |  |
| **Assessing a hazard**  Who assessed the hazard? |  |
| Time and date of the reporting  Name of person assessing the hazard |  |
| What is the assessment? |  |
| Chance the hazard will create an incident  Action that can be taken to prevent an incident  Action to be taken immediately or deferred  If deferred, why and when to | Minimal Possible/Probable  Immediately Deferred |

**Clearing a hazard**

Who cleared the hazard?

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| --- | --- |
| Time and date when hazard cleared  Name of person clearing the hazard |  |