WHS DOCUMENTS & TEMPLATES

DOC-HZR-TPL · Hazard Report Form

Product Overview

For: Australian businesses of any size: every worker, supervisors, managers and health and safety representatives

Version 1.0 · 15 November 2026

A one-page-to-fill hazard report anyone can use, the supervisor's response rated on a 5x5 risk matrix, feedback to the person who reported, and an Excel register that tracks every report to close-out.

Part A is for anyone: where the hazard is, what could happen and who could be hurt, what they did straight away and their idea for fixing it. Part B is the supervisor's response: immediate action, a quick risk rating on the matrix printed on the form, and the control to fix it, most effective first, with an owner and a date. Part C closes the loop with the person who reported.

The Excel register numbers every report, calculates the risk from the matrix, flags Extreme and High risks and overdue actions, and records whether the reporter was told. A worked example shows how to fill it in.

Written once for Australia, to the model WHS laws, in plain terms that also work in Victoria. The guide's state and territory notes show where the law differs, including the regulator to contact. Made by Orana Skills Centre.

What is included

Item	File
Excel hazard report register: risk calculated from the matrix, overdue actions flagged, feedback recorded, a worked example	02_TEMPLATE/Hazard Report Register.xlsx
Hazard report form: the report, the supervisor's response with a 5x5 risk matrix, controls, feedback and close-out	02_TEMPLATE/Hazard Report Form.docx and .pdf
How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder	01_START_HERE/How to Use This Template.pdf
Read Me First, Product Overview, Permitted Use Terms and Version Information	01_START_HERE/ (PDF)

Who it is for

- Workers, contractors and volunteers who see something that could hurt someone
- Supervisors and managers who respond to hazard reports
- Businesses that want hazards fixed before they become incidents

File formats

- Word (.docx), editable, with your logo and business name in the header

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SAMPLE · Hazard Report Form · Buy the full editable version:
training.oranaskillscentre.com/documents/hazard-report-form

How to Use This Template

How to complete, adapt and keep the hazard report form

1 What this template is for

A hazard report lets anyone tell the business about something that could hurt someone, so it can be fixed first. The form gives the worker a simple way to report, and the supervisor a clear way to respond, rate the risk, fix it and tell the worker what was done.

2 How to use it

Step	What to do
1	Put copies where workers can get to them, and show them the form at induction. Say who receives reports ([**Reporting contact**]).
2	Anyone who sees a hazard makes it safe if they can do so safely, tells their supervisor, and fills in Part A.
3	The supervisor responds the same day (Part B): makes it safe, rates the risk on the matrix and decides the control to fix it.
4	Enter the report in the register. Extreme and High risks are acted on first, and Extreme straight away.
5	Fix the hazard at its source where you can. A sign or a reminder is the weakest fix.
6	Tell the person who reported what was done (Part C), check the fix works, then close the report.
7	Review the register at every WHS meeting, and update the risk assessment or risk register for anything new.

3 Who does what

Who	What they do
Anyone at the workplace	Reports hazards and makes things safe where they safely can
Supervisor or manager	Responds, rates the risk, arranges the fix and gives feedback
Person who looks after WHS	Keeps the register, follows up overdue actions and looks for patterns

4 The law, in brief

The WHS laws require a business to identify hazards and to eliminate or minimise the risks, so far as is reasonably practicable, and to consult workers when doing so. Workers must take reasonable care for their own and others' health and safety and follow reasonable instructions. Raising a health and safety issue is protected: nobody may be treated badly for it.

This template is written once for Australia, to the model WHS laws that the Commonwealth, New South Wales, Queensland, Western Australia, South Australia, Tasmania, the ACT and the Northern Territory have adopted, each with its own variations. Victoria has its own Occupational Health and Safety (OHS) laws. The template uses plain terms that work in every jurisdiction; the state and territory notes below show where the law differs.

5 State and territory notes

Use the table to fill in the placeholders for your jurisdiction, and to see where the law differs from the model WHS laws. Check the regulator's website for current details before you rely on them.

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Hazard Report Form

Tell us about a hazard, so it can be fixed before anyone is hurt

If it is dangerous right now

Stop. Keep people away and make it safe if you can do so without putting yourself at risk. Tell your supervisor straight away. Do not wait to fill in this form.

A The report (anyone can fill this in)

Your name (optional)		**Your work area or role**	
Date and time		**Where is the hazard?**	

What is the hazard? What could happen, and who could be hurt?

The rest of this page, and the rest of this document, are in the full product.

SAMPLE

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Hazard Report Form

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. A one-page-to-fill hazard report anyone can use, the supervisor's response rated on a 5x5 risk matrix, feedback to the person who reported, and an Excel register that tracks every report to close-out.

What the full product contains

- **Excel hazard report register: risk calculated from the matrix, overdue actions flagged, feedback recorded, a worked example**
  02_TEMPLATE/Hazard Report Register.xlsx
- **Hazard report form: the report, the supervisor's response with a 5x5 risk matrix, controls, feedback and close-out**
  02_TEMPLATE/Hazard Report Form.docx and .pdf
- **How to Use This Template: how to complete and adapt it, the law in brief, state and territory notes, records and every placeholder**
  01_START_HERE/How to Use This Template.pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

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