

**Hazard:** A situation or thing that has the potential to harm a person (e.g. damaged step)

**Risk:** The harmful consequence e.g. death, injury or illness that could result when exposed to a hazard.

<b>Date reported:</b>		<b>Parish Site:</b>	
<b>Deanery:</b>		<b>Region:</b>	
<b>Reported by:</b>		<b>Reported to:</b>	

**Location of Hazard** *e.g. building; address*

**Description of Hazard** — *clearly describe the hazard*

**Immediate actions taken**

**Have these actions eliminated the hazard?**

**YES** — *Move to signature section*

**NO** — *Complete the further corrective actions plan and a risk assessment if needed.*

Further Corrective Actions Plan e.g. repair, removal	By Whom	Date for Completion

Have all actions to control risk been discussed with workers?

Are corrective actions agreed and implemented?

Is a risk assessment required? (contact WHS Team for assistance if required)

**Name of Person Reporting**

Signature

**Parish Leader's Name**

Signature

**Once completed forward to DBM email [diocese@anglicanchurchcq.org.au](mailto:diocese@anglicanchurchcq.org.au)**

**Diocese Office use only:**

Date received from Parish Council delegate

Control measures reviewed with Parish Leader?  
(where risk is high or appears uncontrolled)

Yes Com

No Com

Date entered into Hazard Reporting System