



# WEST PYMBLE PUBLIC SCHOOL

## HAZARD/INCIDENT REPORT FORM

1. Who reported the hazard/incident?

Date:

Time:

am/pm

2. What is the hazard/incident?

3. What has been done to rectify the hazard/incident?

Date:

Time:

am/pm

4. What further action needs to be taken?

5. Referred to Lead Organiser (or Nominee) for information or action (date)

Signed:

Date:

## TO BE COMPLETED BY LEAD ORGANISER (OR NOMINEE)

6. Action taken by Lead Organiser (or Nominee)

Signed:

Date: