TEMPLATES

Near-miss and hazard-report template

Make it easier to report concerns, learn from events and follow up improvements.

Use with the person responsible for safety. This is a starter tool, not a complete assessment, competence certificate or substitute for task-specific training.

Make the immediate report

Use the workplace's urgent reporting, first-aid and emergency processes first when needed. This worksheet does not replace any applicable official reporting process.

- Record when and where the event or hazard was observed.
- Describe the work and what happened using facts rather than blame or speculation.
- Record who was notified and any immediate action taken by authorised people.

Learn from what happened

- Identify what needs to be checked and who is responsible for follow-up.
- Preserve relevant information through the organisation's investigation process.
- Keep personal and confidential information in the workplace's approved systems.

Follow through

- Agree corrective actions, owners and completion dates.
- Confirm that the action addressed the issue and communicate relevant learning.
- Look for similar conditions elsewhere and record the review.

Worksheet and action record

Record the event or hazard, immediate reporting/actions, follow-up findings and corrective actions.

Workplace / work area	Date
Completed by	Person responsible for review

Observations, discussion and notes

Agreed actions and follow-up

Finding / action	Responsible person	Due date	Review / completion

Retain the completed record in your workplace's approved system. Record urgent concerns through your immediate reporting or emergency process.