



Proline Building Commercial Pty Ltd

**Send copies to:**

Copy Part A to:  
WHS Representative  
Systems Manager  
Keep a copy for yourself

Give original of your completed Part A to your Project Manager/Supervisor who will complete Part B overleaf within 2 working days then take action or forward to the Systems Manager for follow up action on the hazard.

**PART B To be completed by the Project Manager/Supervisor**

This section is to be completed by the project supervisor in response to receiving Part A.

**Corrective Action Plan**

To complete the following Corrective Action Plan use the following Hierarchy of Risk Controls. Give priority to eliminating the hazard.

1. Eliminate	2. Substitute	3. Engineering control	4. Administrative Control
5. Personal Protective Equipment			
Actions recommended to be taken	By whom	By When	
A.			
B.			
C.			
D.			

**Referral**

If referred to Sub- Contractor	Date Forwarded: / /
Is referral required to another organisation for follow up?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Send copies to:**

Supervisor to send original to:  
Systems Manager  
And copy page 2 to:  
Person who raised the Hazard report ( see part A)

**Signature**

I approve the release of the information in this form to approved authorities, which may include medical practitioners, legal representatives, employee associations, insurance companies and WorkCover NSW.

Supervisor's name: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_ Date: / /  
(Must not be the same person who completed Part A)

**PART C To be completed by the person responsible for follow up action**

What additional action has been taken by yourself to eliminate the hazard?

Date corrective action completed: / /

How will you monitor that the risk control measures are effective?

Proline Building Commercial Pty Ltd

Name (print):	Signature:	Phone:

**Send Copies to:**

Person who raised the Hazard report (See Part A)  
 WHS Safety Representative committees  
 Copy retained for PBC WHS Documentation System

**PART C Risk Management**

Is a Safety Alert Required to be distributed?  Yes  No

Is notification required to an external agency, e.g. Workcover, EPA, Sydney Water, Health department  Yes  No

**PART D Hazard Category List**

**Use this to Complete Part A**

Air quality, e.g. dust, air conditioning, inadequate ventilation	Asbestos hazard
Bomb threat	Building defect e.g. material falling from façade
Confined spaces	Construction hazard
Demolition	Dangerous Goods
Electricity hazard	Ergonomic hazard e.g. inadequate or excessive lighting
Exposure to extreme temperature, e.g. hot or cold	Fall hazard, e.g. working at height or working in trench
Fatigue hazard	Fire hazard
Gas leak hazard	Hazardous substances, e.g. carcinogen, cryogens
Hot work hazard, e.g. welding	Infectious or communicable disease hazard
Laceration hazard	Manual handling hazard
Noise hazard	Personal security risk
Plant and equipment hazard	Sharps hazard, e.g. needlestick
Traffic hazard, e.g. pedestrian, vehicle	Work related stress