

## Appendix 14: Hazard notification form

Any person who identifies a hazard should complete this form, for example a new hazard that is not entered into the hazard register or an existing hazard that has been entered into the hazard register that has not been correctly managed to eliminate or mitigate risk. Please submit reports to [b.sowman@auckland.ac.nz](mailto:b.sowman@auckland.ac.nz)

Your name: \_\_\_\_\_ Date: \_\_\_\_\_ Date observed: \_\_\_\_\_

Location: \_\_\_\_\_ Notification to: \_\_\_\_\_

Description of hazard, including significance in your opinion:

Any immediate action taken to mitigate (please describe):

Your recommendations to control or eliminate the hazard:

Health and Safety officers report including analysis and action taken:

Date entered into Hazard Register: \_\_\_\_\_

Name of Health and Safety Officer: \_\_\_\_\_

Signature of Health and Safety Officer: \_\_\_\_\_