

Standard Operating Procedure: Hazard Awareness/Reporting

Objective

The purpose of this document is to ensure a step by step guidance for reporting and identifying a hazard relating to the workplace.

Introduction

The identifying of a hazard is an important process in reaching our objectives. A hazard is the potential for harm or an adverse effect on something or someone. (for example, to people as health effects, to organizations as property or equipment losses, or the environment).

Workplace hazards can come from a wide range of sources, general examples include substance, material, process, practice etc, that can cause harm or has the potential to cause harm.

Workplace doesn't necessarily mean in a confined space, on the road, hazards can present themselves and an identification process can report become a necessity.

Types of Hazards

Examples of hazards when on the road could be other vehicles, pedestrians, weather, road conditions, nature etc.

Workplace hazards also include practices or conditions that release uncontrolled energy like:

- An object that could fall from height (potential or gravitational energy)
- A runaway chemical reaction (chemical energy)
- The release of compressed gas or steam (pressure, high temperature)
- Entanglement of hair or clothing in rotating

Process once Hazard has been identified

STOP

ASSESS the nature of the hazard

ISOLATE the hazard by blocking off area then notify a team member/supervisor

REMOVE the hazard **ONLY** if it doesn't jeopardise your own safety

NOTIFY your Supervisor/Manager

COMPLETE hazard report and provide to your supervisor/manager

PPE Required

- Safety boots, work gloves, Hi-visibility clothing

Injuries

Safety Points

- Never put yourself or others at risk
- If a hazard is identified but has no relative effect on yourself, you still need to report it to the relevant parties.

Summary

- Stop, Assess and Act only if Safe
- Isolate the hazard and inform your team
- Take photos if possible
- Eliminate the hazard if possible
- Complete hazard report and give it to your Supervisor/Manager

For further information please contact your Supervisor or Manager

Customised Logistics has developed this guideline to comply with the relevant standards, however it remains the responsibility of the user to ensure that the methods used are adequate for a situation

I have read and understood SOP Hazard Awareness/ Reporting

Employee/ Sub contractor Name	
Employee/ Sub contractor Signature	
CG Representative	
CG Signature	

Declaration

I..... of

(print name)

(company name)

Acknowledge that I have participated in the Customised Group Induction and fully understand the Occupational Health & Safety requirements of the Customised Group site and agree to abide by them at all times whilst visiting and on site.

Name:
(print name)

Signature:

Date:/...../.....

Customised Group Representative: Signature:
(print name)

Date:/...../.....

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