



DAMAGE/ HAZARD REPORT FORM (3 pages)

All church members have a responsibility to draw attention to a hazard or potential hazard where a danger to health or safety, a “near miss”, an unsafe action, an unsafe situation occurs or is observed, or damage to property has occurred through an external occurrence eg: property damage due to storms / fire / flood. This applies particularly to an incident that might lead to an injury, accident or property damage. If necessary, or in doubt, contact a member of the Committee of Management immediately. A church member should promptly fill out the following form to formally record all such situations.

REFER TO THE HAZARD & RISK MANAGEMENT PROCEDURE

The main priority is action to immediately control the hazard, to be noted in PART 2.

PART 1 – LOCATION OF THE HAZARD

Date _____ Time _____

Location: _____

Describe the damage/ hazard or unsafe situation *: _____

* If recording a hazard or situation which might cause injury, accident or damage, please 1. Define the concern; 2. The property/equipment/activity involved; 3. Any injury occurring; 4. Any damage noted; 5. Other relevant details.

PART 2 – IMMEDIATE ACTION AND NOTIFICATION

Immediate action/s taken *: _____

* Please record for example 1. Action to de-activate equipment; 2. Any alert to people in the area; 3. Any signage erected or put in place; 4. Other action or relevant details.

PLEASE HAND THIS COMPLETED FORM URGENTLY TO A MEMBER OF THE COMMITTEE OF MANAGEMENT

Continued...



PART 3 – REPORTING AND FOLLOW-UP

Note: If any personal injury or property damage has occurred, this must be reported fully, using the Injury and Incident Report Form found at [Work Health & Safety Resources at The Presbyterian Church of Queensland \(pcq.org.au\)](http://Work Health & Safety Resources at The Presbyterian Church of Queensland (pcq.org.au)) Use additional pages if necessary

Brief details of any damage/ hazard/ injury: _____

Brief details of any equipment involved: _____

Details of any vehicle involved: _____

The names and contacts of any people involved: _____

Who in Committee of Management was the damage/ hazard reported to?: _____

Date: _____ Time: _____

Has the damage/ hazard been reported to the insurance company?: _____

Date: _____ Time: _____

What action needs to be carried out to permanently correct the hazard: _____

Report compiled and submitted by:

Name: _____ Signed: _____ Date: _____ 20__



PART 4 – HAZARD ADMINISTRATION

TO BE COMPLETED BY A COMMITTEE OF MANAGEMENT REPRESENTATIVE

Form received by _____ Date: _____ 20__

Follow-Up Action Taken:

Permanent corrective Action Taken:

The matter was reported to the following agencies:

“ Session Date _____

“ Church Office Date _____

“ Church Insurer (through Church Office) Date _____

“ Other _____ Date _____

“ Other _____ Date _____

The outcome was communicated to the following church members:

Date completed and signed-off: _____