

# Hazard report form



## When to use this form

Use this form if you want to let us know about a hazard.

This form is for City of Hobart employees, contractors and volunteers that want to report a hazard in the workplace and also for members of the public who want to let us know about a hazard they may have seen.

***If you have been involved in an incident or a near miss (including vehicle accidents) you need to complete and submit the [Incident and near hit report form](#).***

If you have any questions you can contact us at [coh@hobartcity.com.au](mailto:coh@hobartcity.com.au) or on 6238 2711.

## Personal details

I am: (Select 1 option) Required

- an employee, contractor or volunteer
- a member of the public

First name Required

Last name Required

Complete this field if you selected 'a member of the public' in *Personal details: I am:*

Email address Required

Complete this field if you selected 'a member of the public' in *Personal details: I am:*

**Telephone number** Required

Complete this field if you selected 'an employee, contactor or volunteer' in *Personal details: I am:*

**Work unit** Required

Complete this field if you selected 'an employee, contactor or volunteer' in *Personal details: I am:*

**Division (Select 1 option)** Required

- Community Life
- Communications
- City Innovation
- City Planning
- City Governance
- City Amenity

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## Hazard details

### Location

You can select the location by doing one of the following:

- use the map to find the location
- click on 'use my current location' if the location relates to where you are at the time of submission (you will need to enable the location on your device)
- type the address in the text box

Required

Date Required

(submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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Approximate time Required

Provide a description of the hazard Required

(including the specific location of the area e.g. the left hand side facing the shop)

Attach a photo or diagram (optional)



Please attach all files to the end of this form before submitting it.

Complete this field if you selected 'an employee, contactor or volunteer' in *Personal details: I am:*

What was the immediate action taken to make safe? Required

Complete this field if you selected 'an employee, contactor or volunteer' in *Personal details: I am:*

Attach a photo or diagram (optional)



Please attach all files to the end of this form before submitting it.

Complete this field if you selected 'an employee, contactor or volunteer' in *Personal details: I am:*

What corrective action is needed to fix the hazard? Required

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*End of form*

*Don't forget to attach all files before submitting this form*