

HAZARD REPORT – U3A in Toowoomba Inc.

Venue:.....

Location/Room:.....

This report was completed by:

(Print name):.....

Signature:.....(date).....

Hazard No.	Hazard identification and possible risks	Responsible person hazard reported to	Date fixed, by whom

Example:

You notice a frayed cord from a piece of equipment your class uses in their activity. Number the hazard (begin with 1) in the first column. In the second column, *'frayed electrical cord, possibility that user will suffer electrical shock'*. Note the name of the person you report the hazard to in the third column. Number and note all hazards you find accordingly.

- **PPC Classes:** Complete and forward the form to the U3A office. Column 4 is for Office Use only.
- **External Classes:** Please complete column 4 after the repair is completed and send a copy of this report to U3A office as soon as possible.