KindCare
Hazard Report Form

Hazard Report Form				
NAME:			**DATE:**	
LOCATION:				
PART A				
	Acceptable		**Describe the hazard**	**Further action required**
	Y	**N**		
Thoroughfares				
Walkways, stairs, ramps, and access points are clear of trash and obstructions	☐	☐		
Even and smooth pathways, free of holes, cracks, frayed or raised edges	☐	☐		
Slip-resistant materials or absorbent mats used in wet areas	☐	☐		
Secure and well-maintained steps, stairs, ramps, and handrails	☐	☐		
Electrical cables/cords kept clear of walkways or secured	☐	☐		
Clearly marked and accessible entry and exit points	☐	☐		
Other:	☐	☐		
Office environment and common areas				
Ergonomically adjusted furniture (keyboards, chairs, desks) adjusted (keyboards, chairs, desks)	☐	☐		
Well-maintained, safe furniture	☐	☐		
Stable and suitable desks and benches	☐	☐		
Properly stored materials, not on the floor around work areas	☐	☐		
Adequate space around workstations for safe movement and work	☐	☐		
Unobstructed walkways and aisles	☐	☐		
No trip hazards from floor mats	☐	☐		
Lifting aids available as needed	☐	☐		
Functional electrical equipment	☐	☐		

© Learn For Work

KindCare
Hazard Report Form

Secured electrical leads to prevent trip hazards	☐	☐		
Adequate ventilation in all areas	☐	☐		
Other:	☐	☐		
Storage				
Clean, unobstructed storerooms and storage areas	☐	☐		
Appropriately secured stored materials to prevent falling	☐	☐		
Heavy equipment is stored at waist level	☐	☐		
Storage areas are accessible and free from trip hazards	☐	☐		
Stable and well-maintained shelves	☐	☐		
Other:	☐	☐		
Electrical				
Power boards with overload switches	☐	☐		
Functioning portable power leakage circuits	☐	☐		
All electrical cables free of possible contact with water or other conductors	☐	☐		
Double adaptors are not used in conjunction with other double adaptors or extension cords	☐	☐		
Leads not placed in areas prone to damage, e.g., heat or cutting	☐	☐		
No damaged plugs, sockets, or switches	☐	☐		
Other:	☐	☐		
Bathrooms and toilets				
Sufficient, clean toilet facilities and supplies	☐	☐		
Disability-friendly toilets available	☐	☐		
Regularly cleaned toilet and bathroom facilities, including cleaning schedule	☐	☐		
Working paper towel dispensers or air dryers available	☐	☐		
Accessible toilet paper with spare rolls	☐	☐		

© Learn For Work

KindCare
Hazard Report Form

Sanitary towel disposal units in female toilets	☐	☐		
Facilities well ventilated	☐	☐		
Other:	☐	☐		
Hygiene				
Common areas maintained in a clean and organised state	☐	☐		
Food preparation surfaces and spaces are sanitary and well-kept	☐	☐		
Fridges and food storage zones are clean and hygienic	☐	☐		
Sufficient drinking facilities available	☐	☐		
Other:	☐	☐		
Room heaters, air conditioners and ventilation				
Effective heating and cooling devices for the workspace	☐	☐		
Heaters in proper working condition	☐	☐		
Heaters positioned away from flammable items	☐	☐		
Sufficient ventilation	☐	☐		
Other:	☐	☐		
Personal protective equipment (PPE)				
Proper storage for all PPE	☐	☐		
All PPE is checked and maintained appropriately	☐	☐		
Other:	☐	☐		
Housekeeping				
Workspaces are uncluttered, tidy, and free of obstructions and waste	☐	☐		
Displays and postings without risk	☐	☐		
WHS Corporate Policy visible on staff noticeboards	☐	☐		
WHS Consultation Statement is displayed	☐	☐		
A list of WHS Committee Members or WHS Representatives is displayed	☐	☐		

© Learn For Work

KindCare
Hazard Report Form

Minutes of WHS Committee Meetings are displayed in the staff room	☐	☐		
The Reporting WHS Incidents and Injuries brochure is displayed in staff rooms	☐	☐		
First aid				
First Aid Plan exhibited on noticeboards	☐	☐		
First aid arrangements are displayed, including the name and location of the first aid officer	☐	☐		
Appropriate first aid kits are available and easily accessible, with signs clearly visible	☐	☐		
Regular inspection of first aid kits for cleanliness, organisation, stock, and expiry	☐	☐		
Infection controls standard precautions and handwashing facilities available.	☐	☐		
Secure storage for medication related to student healthcare	☐	☐		
Other:	☐	☐		

Additional Hazards identified	Resolved		Control methods used	Date
	Y	N		
Hazards				
	☐	☐		
	☐	☐		

© Learn For Work

KindCare
Hazard Report Form

Additional Hazards identified	Resolved		Control methods used	Date
	Y	N		
	☐	☐		
	☐	☐		
	☐	☐		
	☐	☐		
	☐	☐		

© Learn For Work