

Hazard Rectification Report



All hazards are to be corrected as soon as possible, depending on the severity of the hazard (class B or higher) personnel are to be removed from the work location and access to be restricted until the hazard has been rectified and the area deemed safe by either the safety officer or representative on duty.

DESCRIPTION AND LOCATION OF UNSAFE CONDITION	DATE & TIME REPORTED	REQUIRED ACTION	HAZARD CLASS	DATE & TIME TO BE COMPLETED	COMPLETE

KEY
A:
B:
C:

At the end of the work day active jobs need to be closed or addressed.
Any additional information will be attached to this document with a Reference number.