HAZARD REPORTING FLOWCHART

Person Identifies A Hazard

Is the hazard already listed on the Hazard Register?

Hazard Registers are displayed in the workplace and are available from the School H&S Manual

No → Report Hazard to Management and Educational Personnel

Yes → Are Controls in place appropriate?

Report Hazard to Management and Educational Personnel

Management Adds the Hazard to the Hazard Register

Are Controls in place appropriate?
- No → Notify School Management & Educational Personnel
- Yes → Apply Controls

Management Assesses Hazard in consultation with staff and implements Controls & Updates Hazard Register and Hazard Control Plans

Hazard Monitoring Schedule Updated

Management Notifies all staff of new or altered hazards & appropriate controls

Hazard Report Completed