# Workplace Inspection Hazard Reporting Form

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| **Department:** |  |
| **Room number:** |  |
| **Inspected by:** *(min 2)* | 1)2)3) |
| **Type of room:** | * Office
* Kitchen
* Storage
* Workshop
* Laboratory
* Conference/meeting
 |
| **Date of inspection:** |  |
| **Person(s) responsible for room:** |  |

## Hazards Observed

(based on appropriate checklist):

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| --- | --- | --- |
| **Hazards** | **Hazard category** | **Hazard class** |
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## Hazard Categorization:

**CHM** (Chemical): includes any form of chemicals (e.g. solvents, corrosive, compressed gases).

**BIO** (biological): includes organisms or toxic substances produced by living things that can cause illnesses or disease in humans (e.g. bacteria, viruses, fungi, parasites, and insects).

**PHS** (Physical): includes noise, vibration, heat, cold and radiation.

**ERG** (Ergonomic): includes design of the workplace and jobs that involve repetition, force and posture.

**ENY** (Energy): includes pneumatic or hydraulic pressure, steam, heat, electricity.

**ENV** (Environmental): includes comfort factors such as temperature & relative humidity, exposure to particulates, dust, moulds, and spores.

**MAC** (Machine): includes hazards from moving parts (e.g. rotating shafts, belts, pulleys, blades, saws).

**WKP** (Work Practice): includes failure to have or follow safe work practices.

## Hazard Classification:

## **A** (major): High Risk (immediately dangerous to life and health; and/or extensive loss of structure, equipment or material)

**B** (moderate): Medium Risk (medium term potential for non-life threatening serious injury or property damage that is disruptive)

**C** (minor): Low Risk (long term potential for slight injury, illness, or disruptive but non-disabling property damage)