

Tasman FM 97.7 Hazard and Incident Report

Tasman Community Broadcasters Association Inc (Tasman FM 97.7)

Tell the Station Manager the same day about any hazard, injury, incident or near miss, no matter how small, then complete this form. In an emergency call 000 first.

1. Who is reporting

Name: _____ **Phone:** _____ **Date of report:** ____ / ____ / ____

2. What are you reporting? (tick)

☐ Hazard (something that could hurt someone) ☐ Near miss (nearly did) ☐ Injury ☐ Incident or damage to equipment or property

Where: ☐ Studio ☐ Transmitter site ☐ Event or outside broadcast ☐ Other: _____

When it happened: ____ / ____ / ____ at _____

3. What happened, or what is the hazard?

Anyone injured? ☐ No ☐ Yes: name _____ injury _____

First aid given? ☐ No ☐ Yes, by _____ **Medical treatment or ambulance?** ☐ No ☐ Yes

Witnesses: _____

4. What did you do straight away?

Signature: _____ **Date:** ____ / ____ / ____

5. Station Manager to complete

Received on	
Risk (how likely, how serious)	☐ High ☐ Medium ☐ Low
Action taken	
Further action needed, by whom, by when	
Hazard register number	
Reported to the Committee on	
Notifiable to WorkSafe Tasmania? (death, serious injury or illness, dangerous incident)	☐ No ☐ Yes: notified on ____ / ____ / ____ (1300 366 322)

Station Manager signature: _____ **Date:** ____ / ____ / ____

Keep this record for five years. Give the person who reported it a copy of the action taken.

Prepared by 158 Lab for Tasman FM from the WorkSafe Tasmania sample hazard report form and the ICDA injury and incident reporting template. Governance support, not legal advice.