Hazard Reporting

Spot Hazards, Make It Safe, Report It Straight Away

1

SPOT THE HAZARD

Do a quick look around before each cleaning task. Check above you, ahead of you and underfoot for wet floors, hoses, cords, blocked access, chemicals, vehicles and wildlife.

2

STOP & ASSESS

If something is unsafe, pause the task. Assess who or what could be harmed and do not rush in. Reporting is a positive action that helps prevent harm.

3

MAKE THE AREA SAFE

Only if it is safe to do so, isolate equipment, place signage or barriers, move away from danger and preserve the work area for follow-up.

4

REPORT IMMEDIATELY

Tell your Supervisor as soon as an incident or near miss occurs. Help complete the i24s Incident & Near Miss Report Form with clear, factual details.



Remember...

- Report incidents and near misses to your Supervisor immediately.
- Stick to the facts — what happened, who was involved, where and when.
- Include surrounding conditions, damage and witnesses where relevant.
- Attach photos or other evidence if available.
- If someone is injured, seek First Aid and follow site reporting requirements.

Spot It – Stop It – Make It Safe – Report It