

Purpose:

It is the intention of Andrews Farm Community Church (AFCC) to provide a safe environment that either eliminates or at most, reduces the likelihood of personal injury or damage to property.

To draw attention to any likely or actual hazard to those responsible, this form is to be completed whenever a hazard or dangerous situation is identified.

Actions required.

1. Complete Part 1. –
 - a. Pass onto the Pastor or an Elder for actioning.
2. The recipient will allocate the responsibility to an allocated person to either remedy to eliminate or reduce the hazard.
3. The allocated person(s) will action the required duties.
4. When completed, the person identifying the hazard will be notified.

Part 1 – Notification of Hazard.

Name of person identifying hazard:	
Description of hazard.	
Location of hazard:	
Contributing factors:	
Comments: e.g. How identified. Possible solutions.	
Date reported:	day / month / year

Part 2 – Evaluation of Hazard.

What needs to happen	By when	Person responsible
1.		
2.		
3.		
4.		

Part 3 – Elimination of Hazard.

What actions were taken to remedy.	When	Signature.
1.		
2.		
3.		
4.		

Part 4 – Informer notified.

Informed by	Date
Signed	

Office use only: - Form: AFCC Hazard Identification Form				
Composed By:	Dec 2018. R Smith	Review due By:	Dec 2019	Reviewed By: