

Workplace Hazard Identification Report

General Information

Report Date:	2024-06-18
Reported By:	Jane Smith
Department/Area:	Manufacturing Floor A
Supervisor:	Michael Lee

Hazard Details

Description of Hazard	Location	Potential Harm	Risk Level
Spilled oil on walkway	Near Assembly Line 2	Slip and fall injury	High
Unlabeled chemical container	Chemical Storage Room	Chemical burns, poisoning	Medium
Exposed wiring	Maintenance Area	Electrical shock	High

Immediate Actions Taken

- Placed warning signage around spilled oil and notified cleaning staff.
- Isolated the area with exposed wiring. Maintenance team informed.
- Reporting supervisor notified regarding unlabeled chemical. Area restricted until labeling complete.

Recommended Controls

- Implement regular inspection schedule for common walkways.
- Ensure all chemical containers are clearly labeled and stored correctly.
- Review and reinforce electrical safety protocols.
- Provide refresher hazard identification training to staff.

Sign-off

Prepared By	Date	Supervisor Signature	Date
Jane Smith	2024-06-18		

Important Notes:

- Regular hazard identification helps prevent workplace injuries and accidents.
- All hazards should be reported immediately to supervisors.
- Ensure corrective actions are documented and followed up.
- This report may be used for ongoing safety improvements and compliance audits.