

Hazard or maintenance report - blank worksheet

For immediate danger, stop, move to safety and tell the supervisor. Call 000 when emergency help is needed. Do not wait to complete a worksheet.

Use these blank notes to explain a hazard or maintenance problem. Do not approach a hazard or take a photograph if doing so creates a risk.

Blank private worksheet

Date and time noticed: _____

Where the problem is: _____

What I noticed: _____

Why it may be unsafe or need attention: _____

Safe action already taken, if any: _____

Who I told, and when: _____

Further help or follow-up requested: _____

Tell your supervisor or Orchard Tech promptly using the workplace reporting arrangements. A written note does not show that the problem was received, fixed or resolved. Keep a completed worksheet private and ask how it should be returned. Do not use the app Contact feature to attach this sheet or send private incident or medical information.

English quick reference prepared 10 October 2026. Read the current source documents and follow the instructions explained for your placement.

Source documents

- Employee Handbook clauses 6.7-6.10
- Health & Safety Manual clauses 28.2-28.5
- Terms sections 2 and 5