# Appendix B – Hazard Report

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| Hazard Report | Lions Clubs International Multiple District 201 | |
| Lions Club of: | | |
| **A hazard is any unsafe occurrence or unsafe condition which could result in injury, illness or damage** | | |
| **Part 1: Report by Originator**  *Please complete and forward to Club Safety Coordinator* | | |
| **YOUR DETAILS:** | | |
| **Your Name:** | | |
| **Contact Phone Number:** | | |
| **HAZARD DETAILS:** | | |
| **Hazard Location:** | | |
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| **Contributing Factors:** | | |
| **Suggestions to remedy hazard:** | | |
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|  | | |
| **Part 2: Action by Club Safety Coordinator**  *Contact originator to advise receipt, then forward original to appropriate area for action* | | |
| **Date Received:** | | **Originator Contacted: YES / NO** |
| **Date Contacted:** | | |
| **Forwarded to:** | | |
| **Date Forwarded:** | | **Review Date:** |

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| **Part 3: Action by Project Coordinator**  *Complete details of actions taken to control hazard, then return original to Club Safety Coordinator* | |
| **Date Received:** | |
| **Actions taken:** | |
|  | |
| **Date Completed:** | |
| **Printed Name:** | |
| **Signature:** | |
| **Part 4: Review & Filing**  *Contact originator and advise of actions, complete details, file a copy.* | |
| **Date Received:** | **Originator Contacted: YES / NO** |
| **Date Contacted:** | |
| **Forwarded to Board Meeting:** | **Date Forwarded:** |