# 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:** |
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| **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:** |