



Meet the HS-5.1 Work, Health and Safety Hazard Report Form

Background

After 12 months of trialing our HS-5 online form, Scouts Australia NSW has developed an online Hazard Report form which is to be used for reporting Hazards. This was necessary as the introduction of the WHS legislation requires Scouts Australia NSW to report specific occurrences involving Members and Supporters in the capacity of volunteer workers, as well as employed staff, to WorkCover NSW. The new HS-5 series of forms are still in development and may be amended again in the coming months. ***Members are therefore requested to always use the form on the Scouts Australia NSW website to ensure currency, rather than print multiple forms for later use.***

The details captured by the HS-5.1 form provide the minimum amount of information that Scouts Australia NSW employed staff, Group Leaders and Commissioners need to be aware of to take appropriate action to prevent an injury to our Members, Visitors and Patrons.

This form works through ADOBE software and is incompatible with our system unless it is completed by using ADOBE ACROBAT or the free program ADOBE READER . Please download this software before opening the form (LINK - <http://get.adobe.com/reader/>). Please ensure that your internet browser is using **Adobe Reader as the default pdf reader/viewer before entering data into the form.**

What is a Hazard?

A Hazard is a danger or a risk that may or may not be visible, or understood to be dangerous by some people, particularly children and young people.

There are a number of hazards around us in our everyday life and because we know they are present, we avoid them. Unfortunately when someone who is unfamiliar with a site enters the site, they are at risk of falling foul of the hazard.

For example, a tree root has uplifted the paving near the entrance to a Scout hall. The Scouts, Leaders and Parents attending the hall on a regular basis, all know that the paving is a bit wonky near the steps and they tend to avoid the area and approach the steps from a different angle. On a "Bring a Friend" night, a prospective Youth Member comes along with a Scout friend and during the course of the evening, takes the wrong track to the hall and trips over the uplifted paving and is injured.

In this particular instance, the HS-5.1 Hazard Report Form should have been completed and an action plan made to remove the hazard or make it safe for those using the hall before someone was injured. As this did not happen, not only does the HS-5 Incident/Accident/Near Miss Form need to be completed to report the injury to the prospective Youth Member, but also the HS-5.1 Hazard Report Form needs to be completed and lodged with the Group Leader for remedial action to be taken to make the area safe.

Who is responsible for taking the remedial action?

At a Scout Hall, the Group Leader has the responsibility for the safety of the people on the Group's premises and should schedule the work to be done as soon as is **reasonably practicable**. If the works are expensive and fundraising is required to affect the repairs, it is the Group Leader's responsibility to have a barrier erected around the Hazard to prevent people from being injured in the interim. It is strongly suggested that a copy be sent to the Region Office to alert the Region Commissioner to the Hazard and the proposed action for remediation.

At a State Site with Employed Staff, the Site Manager is the person with the responsibility for the safety of the people on the site. A copy of the HS-5.1 form should be lodged with the Site Manager and a Copy sent to the State Office whs@nsw.scouts.com.au for dissemination to relevant parties.

At a Region Campsite with employed staff as Caretaker and volunteer camp wardens, a copy of the HS-5.1 should go to the Camp Caretaker, and a copy to the Region Office to pass on to the Camp Committee and any person deemed to be responsible for supervising the remediation. A copy may be sent to whs@nsw.scouts.com.au for dissemination to relevant parties.

There is no "submit" button on this HS form. What do I do?

Once the form is completed, you can save it to your computer or mobile device and attach it to an email to send it to the relevant people.

Can I hand write the information onto the form?

The HS-5.1 form is a web based form and is best used as described above. If you do not have access to the internet and an email address, you can hand write the report and ask one of the other Leaders in your Group with internet access and email to submit the form online on your behalf.

Submit via Smart Phone or Tablet

Subject to internet connectivity to the Scouts Australia NSW website, an email program, and the **Adobe Reader APP**, the new HS-5.1 is compatible with mobile devices using Android, Windows or Apple operating platforms. Members using a mobile device can send the HS-5.1 direct from the site of the incident/accident if they have Adobe Reader, Mobile coverage and an email account on their device at the time.

Please Note: Leaders may need to make an adjustment to their internet browser settings (eg. enabling cookies) and need to ensure that the browser has Acrobat Reader enabled as the pdf browser.

This allows you to complete the interactive forms used by Scouts Australia NSW without the frustration of submitting a blank form.

These simple steps will solve the issue on Google Chrome browser:

1. In the browser screen type *chrome://plugins*
2. The 7th item on the list is to disable the Chrome built in .pdf viewer.
3. Click on Disable to uncheck this box. Under this box there is an "enable" Adobe Reader check box. Click on Enable and a check will appear in the box.
4. Close the browser and go back to Scouts Australia NSW to select the interactive form.

Help us to help you by reporting all hazards, incidents, accidents and near misses. There is a completed sample form attached below



Scouts Australia NSW
 Level 1, Quad 3
 102 Bennelong Parkway
 Sydney Olympic Park 2127

P O Box 125
 Lidcombe NSW 1825

Ph: 02 9735 9000 Fax: 02 9735 9001
 E-mail: whs@nsw.scouts.com.au

**WORK, HEALTH & SAFETY
 HAZARD
 REPORT FORM**

1. All Workers and Members are to report hazards within one hour of awareness, where possible.
2. Immediately email whs@nsw.scouts.com.au and the person responsible for the Scout Site as soon as possible.
3. If there is an injury as a result of this hazard, also complete the HS-5 Incident/Accident/Near Miss form and submit.
4. If the hazard involves utilities such as energy, gas or water, contact the local energy or water authority.
5. If the Hazard involves Fire or an Emotionally Unstable person contact 000

HAZARD ADDRESS & LOCATION: (attach diagram if necessary)

Please tick related identified hazard

Date Hazard Reported:

- | | | |
|---|--|--|
| <input type="checkbox"/> Asbestos – damaged | <input type="checkbox"/> General Waste | <input type="checkbox"/> Security |
| <input type="checkbox"/> Biological Waste | <input type="checkbox"/> Grounds Condition | <input type="checkbox"/> Security - Building |
| <input type="checkbox"/> Building/Maintenance | <input type="checkbox"/> Manual Handling | <input type="checkbox"/> Security - Personal |
| <input type="checkbox"/> Chemicals | <input type="checkbox"/> Occupational Waste | <input type="checkbox"/> Site Maintenance |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Other: | <input type="checkbox"/> Trip Hazard |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Resident Aggression | <input type="checkbox"/> UV Radiation |
| <input type="checkbox"/> Equipment | <input type="checkbox"/> Safe Work Practices | |

Full Description of Hazard or Potential Hazard Identified:

Risk Level		Likelihood
Someone Requires First Aid	Low	Very Unlikely (Could happen but probably never will)
Requires medical attention with someone off work for several days.	Medium	Unlikely (could happen but rarely)
Long Term illness or serious injury	High	Likely (could happen sometime)
Permanent Disability, ill health or death	Extreme	Very Likely (could happen anytime)

Corrective Action (to address the hazard or prevent the same occurrence in the future)

HIERARCHY OF CONTROLS SHOULD BE CONSIDERED

1. Elimination 2. Substitution 3. Isolation 4. Engineering 5. Administrative 6. Personal Protective Equipment

Action Required	Evaluative Measures	Estimate Completion Date	Actual Completion Date	Signature of Person Responsible

Efficacy of Action Taken (MUST BE COMPLETED TO ELIMINATE OR CONTROL HAZARD)

Eliminated

Controlled

Not Controlled

Site Manager Name			
Signature		Date	
Name of Person Reporting Hazard			
Signature		Date	

Original to Site Hazard File

Copy to Region/State Office if Serious Hazard.