# HAZARD REPORTING SYSTEM
# CHECKLIST

## What is a Hazard Reporting System

A hazard reporting system encompasses the processes and resources your employees will use to reporting concerns. The implication here is that your hazard reporting system is the primary means by which you will acquire feedback from operations (acquire data) and improve your SMS.

A hazard reporting system is a core part of driving your:

- Safety Risk Management Process, by updating it as your operations change; and
- Safety Assurance Process, by monitoring safety performance and driving continuous improvement on an ongoing basis.

Your hazard reporting process is important because it is:

- First barrier hazard actualization;
- Primary way to identify hazard;
- Basis upon which most safety decisions are made; and
- Main catalyst for new risk controls and continuous improvement.

## Tips for Using this Checklist

This checklist is designed to be completed once as you implement your reporting system. As your hazard reporting system should ideally be one of the first things you implement in your SMS, we suggest you use the checklist as soon as possible.

If you already have a hazard reporting system, you can use this lest to audit your existing system and see if there are any areas for improvement in your current system.

You can also use this checklist as an evaluation tool on a yearly basis.

## Resources for SRM Tasks

- [What to know about hazard reporting process](#)
- [What good hazard reporting process looks like in real life](#)
- [5 ways to make reporting easier](#)
- [10 most important reporting forms](#)

# Hazard Reporting System Checklist

**Responsible Manager:** _____          **Year:** _____

| | REPORTING SYSTEM TASK | COMPLETE | DATE |
|---|---|---|---|
| **RESOURCES** | At least 3 hazard reporting forms are available for employees to report issues with | | |
| | At least 3 ways are available to report issues (e.g. via email, software, text, a drop box, etc.) | | |
| | A list of mandatory/voluntary issues to report has been created, communicated to employees, and is easily available to review | | |
| **REPORTING CULTURE** | There is an established process to follow up with employees after they report an issue (e.g. a thank you email) | | |
| | There is an established process to follow up with employees after a reported issue has been managed | | |
| | There is an established means of reporting issues confidentially | | |
| | A non-punitive reporting policy has been documented, communicated to employees, and is reinforced by management's behavior | | |
| **AWARENESS** | The hazard reporting process has been documented and all employees have been trained on it | | |
| | All employees have received hazard identification training | | |
| | There is an established means of communicating new safety information to employees | | |

**TOTAL:**          **/**

**Name**: _____        **Signature**: _____        **Date**: _____