**Report that Hazard**

**If you see something that you think is DANGEROUS**

**1. Tell your Manager immediately**

**2. Fill in an Incident, Complaint, WHS Record Form CCF-65 from the Quality Management System or attached to your safety noticeboard**

**3. Give the Form to your Manager**

**4. If you aren’t satisfied with what has been done to improve safety, tell the Occupational Health & Safety Representative**

**The OH&S Representative for this area is:**

[please insert name]