



Hazard, Observation or Incident? Quick Classification Guide



Did harm occur?

Yes

No

Could it have?

Yes

Otherwise

Incident

Something that *has* caused harm, damage or loss

Hazard

Something that *could* cause harm

Observation

A positive or negative behaviour affecting safety

Report should include:



Date & Time



Exact Location



Short Description



Names of involved workers/witnesses



Immediate Controls or Temporary Fixes

Who reports & investigates?



Anyone can report



Manager investigates



Manager submits review & closes record



Keep it blame free, let safety culture grow

After reporting:



Immediate controls or temporary fixes



Manager reviews, assigns corrective actions



Maintain records



Trend tracking

After reporting:



Coach or correct immediately



Praise positive behaviour



Share good example



Close the loop, maintain records

Regulatory snapshot:

- Incidents causing serious harm must be reported to the regulator.
- Maintain all records for proof of due diligence.

SiteConnect top tip:

Correct classification = better data, faster response, safer sites.