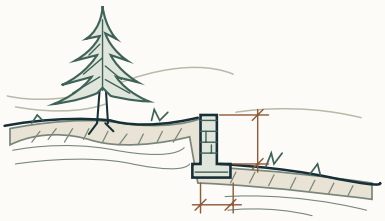
FIELD OPERATIONS / BLANK TEMPLATE

Hazard and stop-work record



Record an unsafe condition, the work affected and the person reviewing a restart.

TEMPLATE VERSION
1.1

COMPLETED BY
Avalon field or office staff

First alert the affected people and the supervisor directly. Complete the record from a safe place and record a restart only after the designated reviewer’s decision. Private staff record. The author can view it during an active assignment. Only authorized safety staff and the owner can review it. Use a visit handover for a customer update.

Details to complete

An asterisk marks a required entry.

Property address and unit or building *

Visit date *

Visit or work-order reference

Use the reference on the schedule or job sheet.

Time observed *

Observed hazard and exact work area *

Describe the condition and task affected.

Immediate actions and people notified *

Record what was stopped, isolated or escalated and when.

Current work status *

Affected work stopped / Area isolated and other work continuing / Released by designated reviewer

Supervisor or designated reviewer *

Review and restart conditions *

Record agreed controls, review date or outstanding decision.

Attestation

I have reviewed the completed information and terms and confirm this submission using my typed name.

Printed name and role

Signature and date