

WHSE NON COMPLIANCE FORM

Site Location			
Reported by:		Date:	Time:
Completed form is to be immediately forwarded to WHSE Co-Ordinator			
1. Brief description of non-compliance			
2. Location of the hazard in the workplace			
3. Persons involved in Non-Compliance.			
4. Supervisor			
5. Manager			
6. Assessed Level (Circle)	Level 1	Level 2	Level 3

Submitted by
Signature:

Received by
Signature:

RISK RATING	5. DISASTER	4. SEVERE	3. SERIOUS	2. SIGNIFICANT	1. MINOR
A = Certain	1	2	4	7	11
B = Likely	3	5	8	12	16
C = Possible	6	9	13	17	20
D = Unlikely	10	14	18	21	23
E = Rare	15	19	22	24	25

Form must be submitted to Site Supervisor, Operation Manager and WHSE Co-Ordinator
Non-compliance will be reviewed and remedial action taken

WHSE NON COMPLIANCE FORM

Level 1 - examples	Level 2 - examples	Level 3 - examples
Person in Quarry without Hard Hat on	Person in Quarry without Hi Visibility Clothing	Operation of machinery with guard(s) off
Breach of Smoking policy in a low risk area	Person operating machinery without seatbelt on	Not fully isolating machinery
	Entering quarry without call-up	Operation/working on bench without bunding
	Not reporting incident/accident– low risk activity	Driving equipment without licence/ticket (eg: Forklift/Crane/working at heights/confined space etc)
	Not reporting a hazard – low risk activity	Not reporting incident/accident– medium/high risk activity
	Not following a JSEA – low to medium risk activity	Not reporting a hazard – high risk activity
		Not following a JSEA – high risk activity
		Any breach in an activity considered high risk, eg: no licence, no harness, no permit, no risk assessment: Forklift use, Working at heights, Confined space, Hot work
		Breach of Drug and Alcohol Policy
		Breach of fatigue policy
		Breach of smoking policy while conducting or in the vicinity of high risk activity
		Driving a company vehicle under the influence of alcohol/drugs at any time/location.
		Senior staff (supervisors, operation managers, leadership members) ignoring or allowing unsafe practices.

Form must be submitted to Site Supervisor, Operation Manager and WHSE Co-Ordinator
 Non-compliance will be reviewed and remedial action taken