



Rotary Hazard Identification, Analysis and Control Form

(Use separate form for each hazard)

1. Describe the potential hazard or danger	
2. Who could be affected by the hazard or danger ?	
3. How could they be affected	
4. Describe the potential seriousness of the result	
5. Has the potential hazard or danger occurred previously ? If "yes" then detail when and how with consequent outcomes.	
6. What is the likelihood of the potential hazard or danger occurring now or in the future?	
7. What action / steps can be taken to:	
a. remove or eliminate the hazard or danger	
b. isolate the source of danger or hazard	
c. reduce the likelihood of repetition	
d. reduce the seriousness of the impact if it happens again.	
8. If the hazard or danger cannot be removed or eliminated, will the steps being taken to reduce the likelihood of occurrence or the seriousness of the result, reduce the risk to an acceptable level?	
9. If the risk has not been reduced to an acceptable level and the activity is to continue, it is essential that the District Insurance Officer be advised in order to obtain prior agreement from the Insurer. Failure to do so could invalidate the insurance cover for the activity	