HAZARD REPORTING

AND

CORRECTIVE MEASURE

The Hazard Reporting and Corrective Action form is designed to report a hazardous situation and that situation to be rectified.

Hazard Reporting

Any member of the …………………………… Archery Club senior or junior may complete this part of the form where in their opinion there is a risk of injury to themselves, a member or the public. When this part of the form is completed he/she is informing the club of their concerns and wants the club to look into the matter.

Name of club member…………………………………………………………………….. Date………………………………

Nature of hazard or possible hazard……………………………………………………………………………………………….

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Date submitted to the Club Committee…………………………………………………………………………………………

Name of Club Committee member to action ……………………………………………... (Date)…………………

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Details and outcome and corrective measures recommended ……………………………………………………………

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□ Club Committee endorsed - Signed by President………………………………………………………

□ More information required - Signed by President………………………………………………………