### 3D: Hazard Report Form

**Background:** This tool contains a form for reporting environmental hazards when they are detected. Whereas the inspection checklist (Tool 3C, “Tool Covering Environmental Safety at the Bedside”) is for regular, systematic review for fall hazards, this form is for hazards detected incidentally during usual care.

**Reference:** Falls prevention strategies in health care settings. Plymouth Meeting, PA:ECRI Institute; 2006. Hazard Report Form 13: 248. Reprinted with permission.

**How to use this tool:** Use this form whenever an environmental hazard is detected. You may need to change the people to whom the hazard is reported based on your local organizational setup. Any hospital employee who enters patient rooms can use this form.

##### Hazard Report Form

To: Nurse Manager

Equipment or Condition Presenting Hazard:

Location of Hazard:

Date Hazard Reported:

Hazard Reported by (your name):

Corrective Action Taken (describe what you did to eliminate the hazard):

Work Order Initiated (describe what still needs to be done to eliminate the hazard):

Work Order Completed on:

Work Order Completed by:

Action Taken to Eliminate Future Occurrences:

Hazard Reported at:

Staff Meeting (date):

Shift Reports (date):

Posting on Bulletin Boards (date):

Copies of this form must be forwarded to the Risk Manager.

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