

CASARA Safety Hazard Report

Report # _____

PART I — **A Just Culture, reporting is done solely to prevent potential occurrence and not to assign blame.** You can prevent accidents by reporting hazards. A safety hazard is any condition that has the potential to cause injury or damage. Please take a moment to complete this form. Pass the completed form to your Safety Officer as promptly as possible so this hazardous condition may be address **BEFORE** it causes an occurrence.

The report may be submitted anonymously. Reports will be treated in the strictest confidence. The voluntary inclusion of contact details will help the Safety Officer to follow up the investigation.

Date Reported (yyyy-mm-dd)

Name

Zone

Telephone

Hazard Description (*The hazard observed is.....*)

Hazard Severity (*provide your personal evaluation of the potential consequences if this hazard materializes (see reverse for definitions)*)

Slightly Harmful/ Negligible Harmful Extremely Harmful

Hazard Probability (*provide your personal estimate of the likelihood of the hazard occurring) (see reverse for definitions)*)

Unlikely Likely Highly Likely

Suggested Solution

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Hazard Definitions

Severity

Extremely Harmful:

All hazard conditions which would prevent continued safety flight and landing. During ground homing could result in a vehicle or personal injury accident. Could result in death of the crew associated with loss of the aircraft or vehicle.

Harmful:

Hazard conditions that would reasonably be expected to result in moderate reduction in safety margins or functional capabilities, include a moderate increase in crew workload or physical distress impairing crew efficiency. Possible physical distress, including injuries to occupants or minor damage to an aircraft or vehicle.

Slightly Harmful or Negligible:

Hazard conditions that would not significantly reduce aircraft or ground homing / vehicle safety, but would reasonably be expected to result in slight reduction in safety margins or a slight increase in crew workload. For **Negligible**: No effect on safety. Negligible effect on safety margins.

Probability

Highly Likely:

Occurs continuously.

Likely:

Occurs or likely one or more times per year.

Unlikely:

Not expected to occur.

Part II - Follow-up Process (page 3)

Upon receiving the Hazard Report, the Safety Officer will distribute a copy to the Provincial Safety Officer and Zone Safety Officers. By using the risk matrix, the Safety Officer will assess level of risk and recommended action for consideration by the Zone Commander

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Part II - Follow-up Process. In using the following matrix as a guide and facts presented,

Risk Matrix

Extremely Harmful			
Harmful Slightly Harmful or Negligible			
	Unlikely	Likely	Hiighly Likely
	- Significant Risk - action should be taken as soon as possible to mitigate		
	- Moderate Risk - action should be taken mitigate		
	- Acceptable Risk - consider taking action as practical to mitigate		

the hazard identified in this report is assessed to be _____.

Noting any limitations, the recommended action to mitigate the risk is :

Signed by:
Zone Safety Officer _____ (print name)

_____ dated _____

Endorsed by:
Zone Commander _____ (print name)

_____ dated _____

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Copy to:
Provincial Safety Officer
Zone Safety Officers