

Workplace Health and Safety Concerns

All employees of Paladin Airport Security Services (PASS) have a significant responsibility in preventing workplace injuries and illnesses. Any employee with a concern regarding health and safety should fill out this form.

The form can be submitted to the on duty Service Delivery Manager (SDM) or Operations Manager (OM) in person. This form can also be emailed to the Pacific Occupational Health & Safety OH&S department @ pacific.ohs@paladinairportsecurity.com

Serious health and safety hazards must be reported immediately in person to the on duty SDM or OM.

COMPLETED BY THE EMPLOYEE		
Date <small>(yyyy/mm/dd)</small>	Employee Name	Employee email
Airport	Checkpoint	
Describe the safety concern - Use as much detail as possible (who, what, when, where, how, why?)		
List any recommendations for improvement, controls put in place at the time of the hazard discovered was discovered, or any pending corrective actions.		



COMPLETED BY PASS

Date received (yyyy/mm/dd) Date investigated (yyyy/mm/dd)

Name of investigator Job title or position

Investigation finding (summary)

Corrective actions implemented

Pending corrective actions and recommendations

COMPLETED BY PASS & THE EMPLOYEE

Does the employee agree with the corrective action plan?

Does the employee have additional feedback or recommendations

WORKPLACE SAFETY COMMITTEE REVIEW

Date received report (yyyy/mm/dd)

Report received by

Committee review and recommendations

Approval and Sign-off (only one signature required)

Workplace Health and Safety Committee

OH&S Manager or Coordinator