

<b>HS086</b>  <b>HS Corrective Actions Register</b>				

Faculty/Division			School/ Divisional Unit	
Document number	Initial Issue date	Current version	Current Version Issue date	Next review date

ID number	Hazard	Hazard Report type	Corrective action required	Corrective action to be completed by (date)	Responsible staff	Date Corrective action initiated	Completion date	Signed off	Date review completed

HS086

**HS Corrective Actions Register**



**UNSW**  
AUSTRALIA

**Legend**

<b>ID number</b>	A unique number that enables tracking over time
<b>Hazard</b>	The reported hazard, etc that needs identified corrective action
<b>Hazard report type</b>	Report type means OHS001 form, , audit non-conformance, workplace inspection, etc
<b>Corrective action required</b>	What needs to be done to correct the identified hazard
<b>Corrective action to be completed by (date)</b>	The date by which the corrective must be completed
<b>Responsible staff</b>	Those staff whose job it is to do the corrective action
<b>Completion date</b>	The actual date when the corrective actions are in place
<b>Signed off</b>	The signature of the responsible staff
<b>Date review completed</b>	The controls in place must be reviewed after, for instance, three months