

Ref No:

## NQA HAZARD NOTIFICATION

**Have you seen a hazard that Cairns Airport Pty Ltd or Mackay Airport Pty Ltd should know about?**

In order to promote **Safety, Security and Environmental best practices**, we would like you to tell us about hazards you think we should know about. This will allow us to work together to prevent the occurrence of incidents. Note: A hazard is a situation which poses a threat, though has not yet resulted in an incident.

In order to achieve the best results, please provide as much information as possible, including your name and contacts.

- Hazard relates to:**  
*(Tick as many as apply)*
- Health and Safety**
  - Environment**
  - Security**
  - Other** \_\_\_\_\_

**Date Hazard Identified:**  **Time:**

**Location of Hazard:**  
*(Provide mud map if necessary)*

**Description of Hazard:**  
*(please provide as much detail as possible, including whether you are aware of how long the hazard has been present, what conditions, work methods and areas are involved)*

**Who else, if anyone, has been notified?**  **Date:**

**Suggest action/s to rectify:**

***This Section is Optional***

<b>Your Name:</b>		<b>Company:</b>	
<b>Telephone:</b>		<b>Fax:</b>	
<b>Email:</b>			

***It is preferred this form be lodged electronically alternatively it can be submitted as follows:***

**CAIRNS**  
**Post:** Box 57, Airport Administration Centre  
 Cairns Airport Qld 4870  
**Deliver:** Hand it directly to NQA Safety Advisor  
**Email:** [Janice.vanderZwaan@cairnsairport.com.au](mailto:Janice.vanderZwaan@cairnsairport.com.au)  
**Phone:** 0448 954 419

**MACKAY**  
 PO Box 5806 Mackay Mail Centre  
 Mackay Qld 4741  
 Hand it directly to Manager Airport Assets  
[Adrian.miles@mackayairport.com](mailto:Adrian.miles@mackayairport.com)  
 0401 565 396

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**CAPL / MAPL OFFICE USE - Management to Complete**

Date Notification Received:

<b>Corrective/Preventative Action Proposed:</b>			
<b>Responsibility:</b>		<b>Proposed Completion Date:</b>	
<b>Potential Risk posed by Hazard:</b>		<b>Anticipated Risk after action:</b>	

<b>Health &amp; Safety Advisor's Comments:</b>			
<b>Forwarded to:</b>	<input type="checkbox"/> Environment Dept <input type="checkbox"/> Other _____	<input type="checkbox"/> Security	<input type="checkbox"/> Safety Committee
<b>Signature:</b>		<b>Date:</b>	

<b>Department Manager's Comments:</b>			
<b>Name:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date:</b>	

<b>General Manager's Comments:</b>			
<b>Name:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date:</b>	

<b>Feedback With 'Thanks' to Originator::</b>			
<b>Name:</b>		<b>Position:</b>	
<b>Signature:</b>		<b>Date:</b>	

Date Incident Closed:   Hazard Register updated