

Instructions for Completion

Workplace Inspection Report

The Workplace Inspection Report is designed to ensure that accident hazards observed during division inspections of work and patient care areas are corrected in an orderly fashion. The form should be used to report inspections carried out by members of the Joint Health & Safety Committee.

The following suggestions may assist you in making your inspection activity more effective.

- A representative of the work area being inspected should always accompany the inspecting person or group, so as to observe and/or explain certain situations.
- Hazards observed by the Inspector should be recorded in the section marked "Unsafe Acts and Conditions".
- Hazards should be itemized (e.g., 1, 2, 3, ...). If an unsafe action or condition requires immediate attention, flag it with an asterisk (*).
- For each hazard, indicate whether it is an unsafe act or unsafe condition. An unsafe act is an action being taken by one or more workers. An unsafe condition is something that exists in the surroundings or environment.
- The Corrective Action Section is to be completed by the supervisor of the division and returned to the Inspector within 21 days of the inspection.
- The corrective action should indicate if: (1) the correction has been completed (made), (2) a decision is pending, or (3) corrective action has been ordered and will soon be done. All items flagged with an asterisk (*) must be addressed with corrective action immediately.

The original and second copy of this report should be retained by the Division Head at the time of the inspection. The second copy, with the completed corrective action plan should be returned to the Inspector at the location and date indicated on the top within 21 working days of the inspection. This returned copy should be reviewed and dated. The third copy should be retained by the Inspector.

