



DEPARTMENT INSPECTION REPORT

INSPECTION MADE BY:

DEPARTMENT PERSONNEL

DEPARTMENT:

ZONE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE

BUILDING CODE:

DATE:

Item No.	FOR INSPECTORS' USE			FOR DEPARTMENT USE	
	LIST UNSAFE CONDITIONS / PROCEDURES			CORRECTIVE ACTION TAKEN After Corrective Action is taken Return Photocopy to Inspector	Date Completed
	Location/Area	List of Hazards Identified	Recommended Corrective Action		
INSPECTION BY:					

Further supplies of this form are available from the OHS & Injury Management Office, K07.

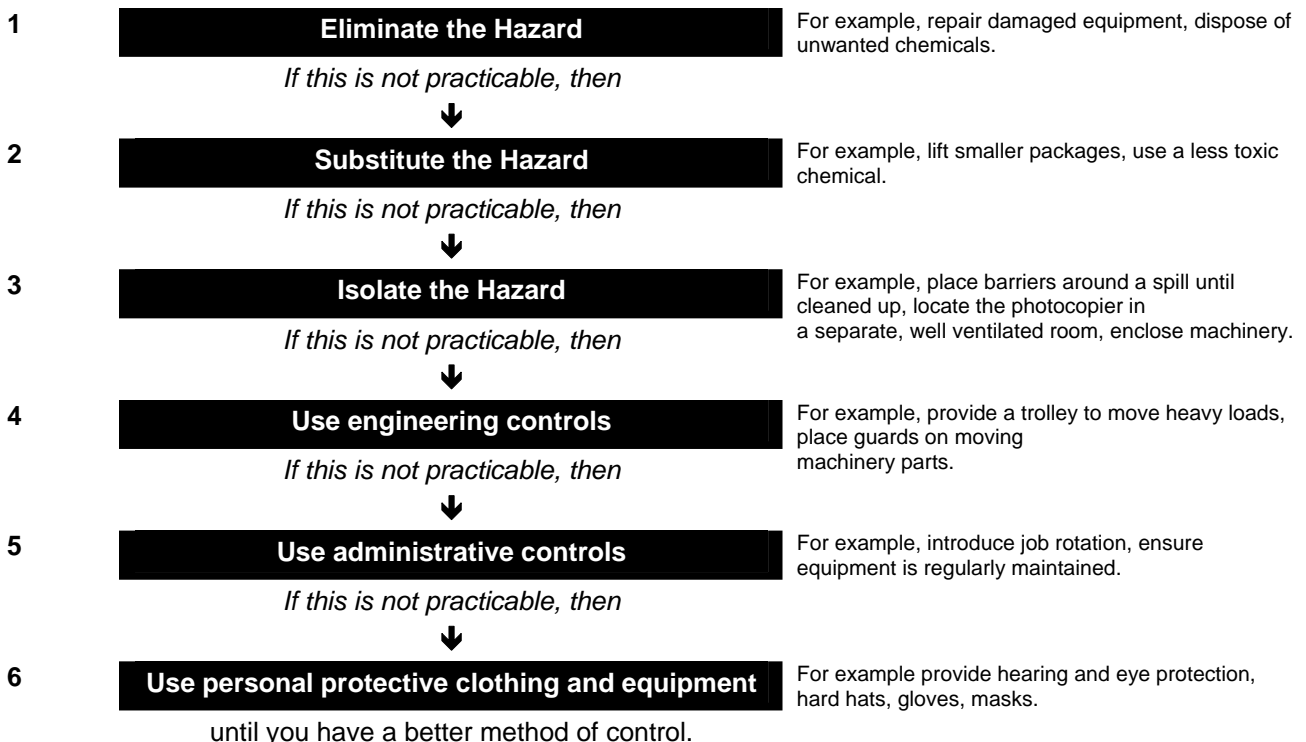
DEPARTMENT INSPECTION REPORT INSTRUCTIONS

The Workplace Inspection Report is designed to ensure that hazards observed during inspections of work areas are corrected.

1. This form may be used to report inspections carried out by either Departmental staff, the Zone Occupational Health and Safety Committee or by an Inspection Sub-Committee.
2. 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.
3. The Safety Officer should accompany the Zone Occupational Health and Safety Committee inspecting the department.
4. Hazards observed by the Inspector should be recorded on the **"FOR INSPECTORS' USE"** section.
5. **SUGGESTED DISTRIBUTION**
 - Original to Department Head or Supervisor.
 - Copy retained by Inspector
 - Photocopy of original sent to inspector when hazards corrected.
6. The "Corrective Action Taken" Section is to be completed and dated by the Department and returned to the Inspector within 4 weeks of the report provided.

When controlling the hazards identified the preferred order is:

- Elimination
- Substitution
- Engineering Controls
- Administrative controls
- Personal Protective equipment.



7. For actions outside the Department, the Head of Department should contact or write to the appropriate group.
8. Hazards Identified should be numbered sequentially from the beginning of the year. Uncorrected concerns from previous inspections should be noted on the next inspection report.