## DEPARTMENT INSPECTION REPORT

**INSPECTION MADE BY:**
- [ ] DEPARTMENT PERSONNEL  
- [ ] ZONE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE  

**DEPARTMENT:**

**ZONE OCCUPATIONAL HEALTH AND SAFETY COMMITTEE**

**BUILDING CODE:**

**DATE:**

### FOR INSPECTORS’ USE

**LIST UNSAFE CONDITIONS / PROCEDURES**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Location/Area</th>
<th>List of Hazards Identified</th>
<th>Recommended Corrective Action</th>
<th>FOR DEPARTMENT USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CORRECTIVE ACTION TAKEN</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>After Corrective Action is taken</td>
</tr>
</tbody>
</table>

**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.

1. **Eliminate the Hazard**
   
   For example, repair damaged equipment, dispose of unwanted chemicals.
   
   If this is not practicable, then

2. **Substitute the Hazard**
   
   For example, lift smaller packages, use a less toxic chemical.
   
   If this is not practicable, then

3. **Isolate the Hazard**
   
   For example, place barriers around a spill until cleaned up, locate the photocopier in a separate, well ventilated room, enclose machinery.
   
   If this is not practicable, then

4. **Use engineering controls**
   
   For example, provide a trolley to move heavy loads, place guards on moving machinery parts.
   
   If this is not practicable, then

5. **Use administrative controls**
   
   For example, introduce job rotation, ensure equipment is regularly maintained.
   
   If this is not practicable, then

6. **Use personal protective clothing and equipment**
   
   For example provide hearing and eye protection, hard hats, gloves, masks.
   
   until you have a better method of control.

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.