

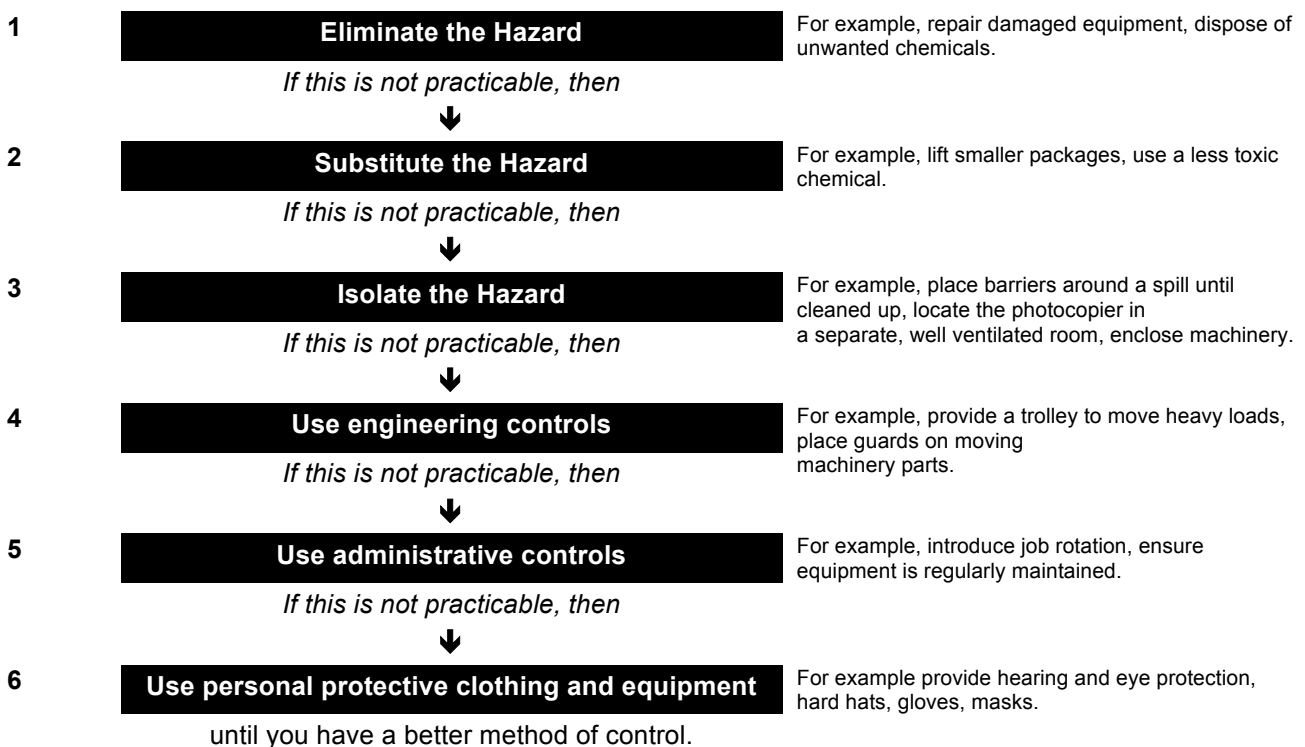
SCHOOL INSPECTION REPORT INSTRUCTIONS

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 School staff or Safety 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 inspection team.
4. Hazards observed by the Inspector should be recorded in the unshaded section section.
5. **SUGGESTED DISTRIBUTION**
 - Original to Head of School 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 School, the Head of School 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.