

# Health and Safety Inspection

## Instructions:

Number each IDENTIFIED HAZARD consecutively, followed by a hazard classification of items according to the chosen scheme:

**Major**--requires immediate action

**Serious**--requires short-term action

**Minor**--requires long-term action

- ✓ State exactly what has been detected and accurately identify its location. After each listed hazard, specify the recommended corrective action and establish a definite correction date.
- ✓ Make management aware of the problems in a concise, factual way. Management should be able to understand and evaluate the problems, assign priorities, and quickly reach decisions.
- ✓ Take immediate action as needed. When permanent correction takes time, take any temporary measures you can, such as roping off the area, tagging out equipment or posting warning signs.
- ✓ Each inspection team member should review for accuracy, clarity and thoroughness and then sign the inspection report.

Date Observed	Hazard observed	Location	Class	Action Needed	Date Fix Completed
Inspected by:			Reported to:		

