**Inspection Report Sample**

**Hazard Rating Legend**  
A – High B – Medium C - Low

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| **INSPECTION REPORT**  Inspectors: George Green & Orville Stewart  Date: January 18, 2018 | | | | | |
| **TO BE COMPLETED BY INSPECTION TEAM** | | | **ASSIGNED BY:**  **MANAGER:** | | **FOLLOW UP** |
| **ITEM NO.** | **HAZARD AND LOCATION**  **(ACTION IF APPROPRIATE)** | **Hazard Rating**  **A B C** | **Correction by: Person** | **Date to be Completed** | **Action Taken Completed/Date Pending** |
|  | **FURNITURE SHOP** |  |  |  |  |
| 1 | No. 4 table saw guard has been removed and could not be located. Tagged out-of-service until corrected | A | Phil Lowe (operator) Correct and establish reason. | Immediate | Completed January 18 |
| 2 | Fire extinguisher at planer is missing. | B | Tim Jones (new extinguisher from stores) | January 19 | Completed January 19 |
| 3 | Belt sander was left running and no operator present. We shut it off. | B | George Green to enforce | January 18 | Completed |
| 4 | Grinding stone need to be redressed. | A | J. Singh (foreman) | Immediate | Completed January 18 |
| 5 | Belt sander was left running and no operator present. We shut it off. | B | J. Singh for crew talk | January 26 | Completed January 21 |
|  | **MAINTENANCE** |  |  |  |  |
| 6 | Ground prong missing from portable drill. Removed from service | A | Fred Peters | Immediate | Completed January 18 |
| 7 | Storage room cluttered | C | Fred Peters | January 26 | Completed January 24 |
| 8 | Broken glass on gauge of oxygen acetylene unit. Tagged out-of-service. | A | Fred Peters | January 19 | Completed January 19 |
|  | **PAINT BOOTH** |  |  |  |  |
| 9 | Open container of solvent left unattended | B | Dave Asante to correct & establish reason. | Immediate | Completed January 18 |
| 10 | WHMIS label illegible on paint container. | B | Dave Asante | Immediate | Completed January 21 |

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| 11 | Worker not wearing respirator while spray painting. Corrected on site. | A | Dave Asante for follow-up Crew Talk. | Immediate | Crew Talk given January 19. |
|  | **SHIPPING** |  |  |  |  |
| 12 | Semi wheels not chocked. | A | Driver & Paul Lapierre | Immediate | Completed January 18 |
| 13 | Paint lines on dock are faded. | B | Fred Peters (Maintenance Supt.) | February 1 | Pending Weather |
| 14 | Racking at south wall of warehouse is damaged. Has been hit by forklift. | B | Fred Peters | February 1 | Pending re new racking. Racking not used. |
|  | **OFFICE** |  |  |  |  |
| 15 | Exit light out at mail room. | B | Sharon Price | January 20 | Completed January 19 |
| 16 | Carpet torn in accounting. | C | Tim McMillan | February 21 | Completed January 25 |
| 17 | Secretary using chair to reach top shelf. Corrected immediately and located step-ladder. | B | Sharon Price | January 19 | Completed. Crew Talk January 19 |

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