



\* **See the Workplace Hazard Corrective Action Report for details.**

\* **Items are to be carried forward on each inspection report until corrective action has been taken.**

**Priority A – STOP** all activity, isolate the area if necessary, and deal with the issue immediately. Work can only resume after corrective action has been taken.

**Priority B** – Inform all employees, working in the area of the condition or potential hazard and ensure that all safe job procedures or safe work practices are being followed. Remove any unsafe equipment from daily use or take any other steps that may be required to ensure a safe workplace. Corrective action must be taken within 3 days.

**Priority C** – Inform all employees, working in the area of the condition or potential hazard and ensure that all safe job procedures or safe work practices are being followed. Remove any unsafe equipment from daily use or take any other steps that may be required to ensure a safe workplace. Corrective action must be taken within 3 weeks.

**Priority D** – Condition presents no immediate risk due to operations. Corrective action is to be taken within a time to be determined by the responsible supervisor in consultation with a representative of the OHS committee. In certain cases it may be advisable to involve the responsible manager.

Following each inspection a copy of this form is to be given to the OHS Committee and the shop supervisor.

A completed copy of this form is to be reviewed by the OHS Committee at the next scheduled OHS Committee meeting. When all items have been dealt with a signed copy of the form is to be retained by the OHS Committee for its files.