VICTORIA UNIVERSITY

**JHSC WORKPLACE INSPECTION RECORDING FORM**

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| **INSPECTION LOCATION**: | | | | | | | **TIME OF INSPECTION:** | | | | |
| **AREA COVERED:** | | | | | | | **DATE OF INSPECTION:** | | | | |
| **OBSERVATIONS:** | | | | | | | | | **DEPT MANAGER** | | |
| ITEM NO. | ROOM OR AREA | ACTUAL OR POTENTIAL HAZARD | CLASSIFI-CATION | IMMEDIATE ATTENTION | | RECOMMENDED ACTION  (Who, What, When) | | CODE | RESPONSIBILITY | ACTION TAKEN  (Who, What, When) | TAGETDATE |
| Yes | No |
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| **CODE**  1- Repaired at School Level  2- Maintenance Repair  3- Further Investigation  4- Budget Item  5- Repeat Item  6- Housekeeping  7- Other | **CLASSIFICATION**  **A-Major Hazard**  (death/critical injury)  **B-Moderate Hazard**  (serious injury/lost time)  **C-Minor Hazard**  (minor injury/no lost time) |

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(Inspector- Print) (Inspector - Signature)

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(Supervisor) (Supervisor – Signature)

VICTORIA UNIVERSITY

**WORKPLACE INSPECTION RECORD FORM**

**COMPLETION AND DISTRIBUTION PROCEDURES**

**Stage 1: The JHSC Inspector**

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| 1. The Inspector completes and signs (1) the Workplace Inspection Recording Form, (2) the Workplace Specific Inspection Checklist, (3) and a minimum of one Worker and (4) the Supervisor signs their respective Interview Form. The Inspector will immediately notify a supervisor/manager of hazards that are classified as a Major Hazard (death/ Critical Injury) and note these actions on the form. |
| 2. Once all of the above have been completed the Inspector then presents the original report to the I&S Administrative Manager while keeping a copy for themselves. |

**Stage 2: I&S Administrative Manager**

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| 3. The I&S Administrative Manager will email the inspection report to the applicable Department Manager. |

**Stage 3: The Department Manager**

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| 4. The Department Manager reviews the findings and recommendations and take(s) immediate action as required. |
| 5. The Department Manager/Supervisor documents corrective actions (proposed or implemented) on the form including responsibility and dates, etc. |
| 6. The Department Manager returns the inspection report to the JHSC Inspector. |
| 7. The Department Manager informs any supervisors and workers of changes in their working environment within 2 working days. |

**Stage 4: The JHSC Inspector**

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| 8. The Inspector now provides a copy of the completed inspection report to the JHSC secretary to be reviewed by the JHSC and to the I&S Administrative Manager. |

**Stage 5: I & S Administrative Manager**

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| 9. I & S Administrative Manager posts the documents on the H&S bulletin board. |

**Stage 6: The JHSC Inspector**

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| 10. The Inspector now conducts a **follow up** inspection during the next months workplace inspection to determine if the action taken was adequate to control the hazard. This follow up is documented on the “Workplace Inspection Follow up Form”. If a hazard still exists or a new hazard has been created the Inspector will conduct another inspection using a new “Workplace Inspection Recording Form” and will return to step 1 of this procedure. |

**Stage 7: JHSC Secretary and JHSC**

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| 11. The JHSC secretary ensures that copies are forwarded to: |
| - JHSC Co-Chairs |
| - JHSC shared drive |
| 12. Any unresolved items or if the hazard cannot be addressed at the JHSC level, the Committee will make a formal recommendation to Senior Management to control the hazard. |

VICTORIA UNIVERSITY

**WORKPLACE INSPECTION RECORD FORM**

**WORKER INTERVIEW FORM**

|  |  |
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| **INSPECTION LOCATION**: | **TIME OF INSPECTION:** |
| **AREA COVERED:** | **DATE OF INSPECTION:** |

**All inspections will have a minimum of one random worker contacted and interviewed to assess the current workers concerns and safety attitude for review later.**

**WORKER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WORKER POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CONCERNS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**(Inspector - Signature)**

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**(Worker – Signature)**

VICTORIA UNIVERSITY

**WORKPLACE INSPECTION RECORD FORM**

**SUPERVISOR INTERVIEW FORM**

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| --- | --- |
| **INSPECTION LOCATION**: | **TIME OF INSPECTION:** |
| **AREA COVERED:** | **DATE OF INSPECTION:** |

**All inspectors will contact the department supervisor to assess any current concerns.**

**SUPERVISOR’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**CONCERNS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**(Inspector - Signature)**

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**(Supervisor – Signature)**

**Follow Up Form**

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| **INSPECTION LOCATION**: | **TIME OF INSPECTION:** |
| **AREA COVERED:** | **DATE OF INSPECTION:** |

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| **Item No.** | **Action taken to control identified hazards** | **Date of action** | **Responsibility** | **Hazard Controlled** | | **New Hazard Created** | | **Hazard Rating if new or uncontrolled:**  (Major, Moderate, Minor) |
| **YES** | **NO** | **YES** | **NO** |
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**Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**