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**FACILITY INSPECTION**



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Department:** |  |  | **Inspection Team:** |  |  |  |  |  |  |  |  |  |  | **Inspection Date:** |  |
| Manufacturing - |  |  | John Smith (mgr), Jane Doe (warehouse), Omar Epp (JHSC |  |  | June 1, 2012 |  |
| Nisku |  |  | rep) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | **Hazard** |  |  |  | **Anticipated** |  |  | **Sign-** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Location** |  |  |  | **Nature of Deficiency** |  |  |  | **Corrective Action** |  |  |  |  |  |  | **Closure** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | **Class** |  |  |  |  |  | **Off** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **Date** |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Front Office |  |  |  Torn carpet in |  |  | **Omar -** Apply duct tape |  |  | B |  |  | July 1st |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | entrance |  |  | immediately. |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | **Al -** Request quote to |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | have carpet replaced. |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lunch Room |  |  |  N/A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shop Office |  |  |  Broken desk leg |  |  | **Jane -** Moved manuals |  |  | C |  |  | June 15th |  |  |  |  |
|  |  |  |  |  |  |  |  |  | and inspection logs to |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | reduce stress load. |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | **Jane -** New desk was |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | already ordered and is |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | on the way. |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shop Floor |  |  |  Racking was struck |  |  | **Jane –** Immediately had |  |  | A |  |  | June 15th |  |  |  |  |
|  |  |  |  |  | and leg is bent |  |  | column unloaded and |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  Poor housekeeping |  |  | taped off. |  |  | C |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | **Jane –** New upright to |  |  |  |  |  |  | June 2nd |  |  |  |  |
|  |  |  |  |  |  |  |  |  | be ordered. |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | **Omar –** Conduct safety |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | meeting on both topics |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Loading Dock |  |  |  Exterior light broken |  |  | **Jane –** Will have Todd |  |  | B |  |  | June 2nd |  |  |  |  |
|  |  |  |  |  |  Yellow tape is peeled |  |  | replace light. |  |  | C |  |  |  |  |  |  |  |  |
|  |  |  |  |  | off ground (safe-zone |  |  | **Jane –** Will order more |  |  |  |  |  |  | June 15th |  |  |  |  |
|  |  |  |  |  | markings) |  |  | tape. Have Todd replace |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | markings once it arrives. |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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**Guidance:**

**A −** Indicates that the deficiency must be marked and isolated if possible. Work must stop and an assessment must beconducted to determine the appropriate corrective action. Supervisor sign-off is required before restarting.

**B −** Indicates that the deficiency must be reported to a supervisor immediately. Also, a short-term corrective action planmust be designed and implemented before work continues.

**C −** Indicates that the deficiency should be noted and reported to a supervisor by the end of the shift. The deficiencyneeds to be communicated to all workers on-site immediately. Corrective action must be designed and implemented within three days.

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