



Use one record for each finding that needs a corrective action. Click a box to tick it and type in the fields, or print the form and fill it in by hand. Copy each record into your corrective action log.

Finding

Reference #	Date raised	Raised by	Area or location

Source

- ☐ Inspection ☐ Incident or near miss ☐ Hazard report ☐ Hazard assessment or JHA ☐ Committee or representative
☐ Audit ☐ OHS order ☐ Work refusal ☐ Other

Hazard or finding *What's wrong, exactly where, and why it matters. Note any photo reference.*

Immediate action and interim control

Immediate action taken

- ☐ Work stopped ☐ Equipment out of service and tagged ☐ Area barricaded ☐ Workers moved away
☐ Supervisor told ☐ None needed

Interim control in place until the permanent fix

Interim control put in place by

Interim control end date (tied to the permanent fix)

Cause

Why does this hazard exist? *Keep asking why until you reach something the organization can change.*

Corrective action

Corrective action *Exactly what will change, where and to what standard.*

Control type (strongest first)

- ☐ Elimination ☐ Substitution ☐ Engineering control ☐ Administrative control ☐ PPE



Reference #

Assignment

Priority

☐ A - Critical: control now ☐ B - Serious: about 7 days ☐ C - Minor: about 30 days

Owner (one named person)

Others helping

Due date

Checks before committing

☐ Workers asked if it will work ☐ Won't create a new hazard ☐ Budget and parts confirmed

Extension (if needed)

New due date

Reason

Approved by

☐ Interim control confirmed still in place and working

Completion and verification

Date completed

Completed by

Verified by (ideally not the person who did the work)

How it was verified

☐ Observed in place ☐ Measured or tested ☐ Photo on file ☐ Procedure and training records
☐ Checked at next inspection

Verification questions

Was the action completed as written? ☐ Yes ☐ No
Is the hazard eliminated or controlled? ☐ Yes ☐ No
Was no new hazard created? ☐ Yes ☐ No

Date verified

Effectiveness check due (priority A, B and incident actions)

Effectiveness check result

Communicated to

☐ Person who raised it ☐ Health and safety committee or representative ☐ Affected workers

☐ Verified and closed

Closed by

Date



Company Site or area Reviewed on

Ref #	Date raised	Source	Hazard or finding	Corrective action	Priority	Owner	Due date	Done	Verified
					☐ A ☐ B ☐ C				☐
					☐ A ☐ B ☐ C				☐
					☐ A ☐ B ☐ C				☐
					☐ A ☐ B ☐ C				☐
					☐ A ☐ B ☐ C				☐
					☐ A ☐ B ☐ C				☐
					☐ A ☐ B ☐ C				☐
					☐ A ☐ B ☐ C				☐
					☐ A ☐ B ☐ C				☐
					☐ A ☐ B ☐ C				☐
					☐ A ☐ B ☐ C				☐
					☐ A ☐ B ☐ C				☐
					☐ A ☐ B ☐ C				☐
					☐ A ☐ B ☐ C				☐

Priority: A = critical, control now; B = serious, about 7 days; C = minor, about 30 days. Tick Verified only after someone has checked the fix is in place, working and hasn't created a new hazard.

General information, not legal advice. Occupational health and safety requirements differ between provinces, territories and federally regulated workplaces, so confirm the requirements that apply to your workplace.