

Dear

A Health and Safety Workplace Inspection of _____ was completed on _____, by _____, and _____. Issues were noted during the inspection that need your attention. Please **click here** to view.

Please complete the following within 3 weeks:

1. Investigate each listed hazard;
2. Take appropriate corrective action;
3. Document **interim, subsequent and then final actions** on the inspection report. (Please include **work orders or tracking numbers** if you have requested help from another department);
4. **Update the inspection report** as each stage / action is completed.

If you have a question about any of the cited hazards, please contact one of the Joint Health & Safety Committee members listed at the top of the Inspection Form under "Inspected By".

If you request another department's assistance in correcting the hazard, please follow-up with them to ensure completion, then update the inspection report accordingly.

The Workplace Inspections are documented in Excel spreadsheets with all cells protected, except for the "Work Order #", "Action Taken" and "Date" columns. You have read and write privileges. You can also insert a row if needed. Don't forget to save the file before closing it! (Do not "save as")

Thank you for your time and attention to this inspection.

Regards,

Workplace H&S Inspection Coordinator
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Note to JHSC members:

To insert a link to the relevant Inspection Report:

1. In an open blank memo, select "Options" and then click on HTML format
2. Highlight the sample letter above, COPY, then PASTE into your open memo.
3. Fill in the blanks with dates, inspection zone, and name of inspectors.
4. Highlight the words "click here".
5. Select INSERT, then click on Hyperlink
6. Look in P:\Health & Safety\Workplace Inspections for the applicable file
7. Click on the file for the inspection and select OK
8. The words "click here" should now be blue and underlined, indicating that you successfully inserted a hyperlink.