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| Carleton University Joint Health and Safety Committee - Workplace Inspection Report |
| **Building:** |  | **Inspected by:** |  |
| **Area Inspected:** |  | **Tel:** |  |
| **Date:** |  | **Email:** |  |

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|  |  |  | Area Supervisor or Designated Contact to CompleteDateInitial |
| Department | Room | Hazard  | Recommended Corrective Action | Corrective Action Taken or Planned | Date | Initial |
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# REPORT DISTRIBUTION (within two working days following workplace inspection)

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| **Area Supervisor(s), Designated Contact(s), Building Authority:**  |  | Shall provide a written response outlining corrective action taken or planned within 21 calendar days. Send responses to nancy\_delcellier@carleton.ca, as well as to worker member identified above |
| **JHSC Management Member Contact:** |  | To ensure appropriate report distribution. |
| **Environmental Health and Safety:** | Nancy Delcellier | For tracking response from Area Supervisor(s). |
| **JHSC Worker Member:** | Beth McLarty Halfkenny | For tracking completion of JHSC workplace inspections. |