

6951 Westminster Highway, Richmond, BC
Mailing Address: PO Box 5350, Vancouver BC, V6B 5L5
Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

The *Workers Compensation Act* requires that the employer must post a copy of this report in a conspicuous place at or near the workplace inspected for at least seven days, or until compliance has been achieved, whichever is the longer period. A copy of this report must also be given to the joint committee or worker health and safety representative, as applicable.

Inspection Report #201412345678A

Employer Name	Jobsite Inspected	Scope of Inspection
Generic Company	12345 West Street Vancouver BC V1V 1V1	General Inspection

Date of Initiating Inspection	Date of This Inspection	Delivery Date of This Report	Delivery Method
Feb 11, 2014	Feb 11, 2014	Feb 12, 2014	Mail

THERE ARE TWO (2) ORDERS OUTSTANDING

ACTION REQUIRED

Summary of Orders

See "Orders – Full Details" section of this Inspection Report for orders cited

Order No.1 <input type="checkbox"/>	Status: Outstanding	Cited: OHS5.14(2)
Order No.2 <input checked="" type="checkbox"/>	Status: Complied	Cited: OHS3.1(1)(a)
Order No.3 <input type="checkbox"/>	Status: Outstanding	Cited: OHS3.16(4)

ORDER STATUS LEGEND

Order Status	Description
Outstanding	Order Outstanding - Action Required to Achieve Compliance
Complied	Compliance Achieved - No Further Action Required
Closed	Order Could Not be Followed Up – No Further Action Required
Rescinded	Order has been cancelled – No Further Action Required

INSPECTION NOTES

The Inspection Notes section is generally used for the following purposes:

- 1. Includes information relating to whether WorkSafeBC is proceeding with further enforcement action. The decision to do so is based on the orders contained in the report (if any), along with a review of the employer's relevant compliance history. Where the information in this section may indicate that no further enforcement action is forthcoming at that time, that decision is subject to change. This is particularly the case when the report relates to a workplace incident that is under formal investigation by WorkSafeBC.*
- 2. Provides additional information relating to the orders issued, if any. This may include options for complying with the orders, or information that describes the context in which the order was issued.*
- 3. Documents discussions held regarding other health and safety issues discussed, that may or may not relate to the information included in the References section.*
- 4. Documents any resources provided or made reference to, such as websites and excerpts from guidelines, policies, or other WorkSafeBC materials.*

REFERENCES

In addition to any orders and the information provided in the Inspection Notes in this Inspection Report, the officer may discuss other health and safety issues with the employer arising out of the inspection. The information below sets out the health and safety requirements discussed with the employer, and unless otherwise noted, violations of these requirements were not observed.

Reference	Details Discussed
OHS3.10 Whenever a person observes what appears to be an unsafe or harmful condition or act the person must report it as soon as possible to a supervisor or to the employer, and the person receiving the report must investigate the reported unsafe condition or act and must ensure that any necessary corrective action is taken without delay.	<i>This section is most often used to document discussions the Prevention Officer had with the employer representative during the inspection that relate to health and safety issues that are not associated with the orders that may have been issued. In some cases, there may be a reference to information provided in the Inspection Notes section of this document.</i>
OHS3.16(1)(a) The employer must provide for each workplace such equipment, supplies, facilities, first aid attendants and services as are adequate and appropriate for (a) promptly rendering first aid to workers if they suffer an injury at work, and (b) transporting injured workers to medical treatment.	

ORDERS

An employer who fails to comply with Part 3 of the *Workers Compensation Act*, the *Occupational Health & Safety Regulation*, or *WorkSafeBC* orders may be subject to monetary or other sanctions as prescribed by the *Workers Compensation Act*.

Orders - Full Details		
Order No.1 <input type="checkbox"/>	Status: Outstanding	Cited: OHS5.14(2)
<p>The Material Safety Data Sheets for the various controlled products used in the workplace are more than three years old.</p> <p>This is in contravention of the Occupational Health and Safety Regulation Section 5.14(2).</p> <p>The regulation requires that when a supplier MSDS obtained under Subsection 5.14(1) for a controlled product is 3 years old, the employer must, if possible, obtain from the supplier an up-to-date supplier MSDS for the controlled product if any of the product remains in the workplace.</p>		
Order No.2 <input checked="" type="checkbox"/>	Status: Complied	Cited: OHS3.1(1)(a)
<p>This employer, whose workforce is 20 or more, has a workplace that creates a moderate or high risk of injury as determined by section 3.16 (2) (b), and the employer has not initiated and maintained an occupational health and safety program as outlined in section 3.3.</p> <p>This is in contravention of the Occupational Health and Safety Regulation Section 3.1(1)(a).</p> <p>An occupational health and safety program as outlined in section 3.3 must be initiated and maintained</p> <p>(a) by each employer that has</p> <p>(i) a workforce of 20 or more workers, and</p> <p>(ii) at least one workplace that is determined under section 3.16 (2) (b) to create a moderate or high risk of injury.</p>		
Order No.3 <input type="checkbox"/>	Status: Outstanding	Cited: OHS3.16(4)
<p>First aid equipment, supplies and facilities are not being kept clean, dry, ready for use, and readily accessible at any time a worker works in the workplace.</p> <p>This is in contravention of the Occupational Health and Safety Regulation Section 3.16(4)</p> <p>First aid equipment, supplies and facilities must be kept clean, dry and ready for use, and be readily accessible at any time a worker works in the workplace.</p>		

Employer #	Mailing Address	Classification Unit #	Operating Location
123456	12345 West Street Vancouver BC V1V 1V1	654321	001

Lab Samples Taken	Direct Readings	Results Presented	Sampling Inspection(s)
N	N	N	

Workers onsite during Inspection	Notice of Project Number
22	

Inspection Report Delivered To	Employer Representative Present During Inspection	Worker Representative Present During Inspection	Labour Organization & Local
Person A	Person A	Person B	Not Applicable

WorkSafeBC Officer Conducting Inspection	Contact Details	
Prevention Officer	Phone: (604) 273-3100	Email: Prevention.Officer@worksafebc.com

Inspection Time*	Travel Time*
1 hrs	0.5 hrs

*The time recorded above reflects the cumulative inspection time and travel time associated to the inspection activity cycle. Additional time may be added for subsequent activity.

Right to a Review of Orders

Any employer, worker, owner, supplier, union, or a member of a deceased worker's family directly affected may, within 90 calendar days of the delivery date of this report, in writing, request the Review Division of WorkSafeBC to conduct a review of an order, or the non-issuance of an order, in this report by contacting the Review Division. Employers requiring assistance may contact the Employers' Advisers at 1-800-925-2233. Workers may contact the Workers' Advisers at 1-800-663-4261.

GENERIC COMPANY
12345 WEST STREET
VANCOUVER BC V1V1V1

SAMPLE