

**Carleton University**  
**Joint Health and Safety Committee - Workplace Inspection Report**

<b>Building:</b>	Leeds	<b>Inspected by:</b>	Linda Cruz
<b>Area Inspected:</b>	Common areas	<b>Tel:</b>	8408
<b>Date:</b>	Nov 1, 2021	<b>Email:</b>	Linda.cruz@carleton.ca

Department	Room	Hazard	Recommended Corrective Action	Area Supervisor or Designated Contact to Complete		
				Corrective Action Taken or Planned	Date	Initial
Housing	6C stairwell	Light burnt out	Replace light bulb	Lightbulb has been replaced.	Nov 12, 2021	SB
Housing	4 <sup>th</sup> floor elevator lobby	Bag full of garbage beside garbage station	Remove garbage (might already be done – I couldn't tell how long it had been there, but no C&W staff person evident)	This has been removed.	Nov 12, 2021	SB
Housing	401	Bag of garbage in garbage room	“ “	This has been removed.	Nov 12, 2021	SB
Housing	2 <sup>nd</sup> floor elevator lobby	Hand sanitizer bottle beside elevator almost empty	Refill jug of hand sanitizer (not a rush as there is a second dispenser in the same space)	This has been completed.	Nov 12, 2021	SB

**REPORT DISTRIBUTION** (within two working days following workplace inspection)

<b>Area Supervisor(s), Designated Contact(s), Building Authority:</b>	Laura Storey	Shall provide a written response outlining corrective action taken or planned within 21 calendar days. Send responses to <a href="mailto:nancy.delcellier@carleton.ca">nancy.delcellier@carleton.ca</a> , as well as to worker member identified above
<b>JHSC Management Member Contact:</b>	Kevin Mann	To ensure appropriate report distribution.
<b>Environmental Health and Safety:</b>	Nancy Delcellier	For tracking response from Area Supervisor(s).
<b>JHSC Worker Member:</b>	Linda Cruz	For tracking completion of JHSC workplace inspections.