

Business Name:

Business Address:

LABOUR HIRE – CORRECTIVE ACTION/DEFICIENCY RECORD

To be completed by the Labour Hire Agency when corrective action is required as a result of an identified incident, notification, inspection report or risk assessment (including JSA's)

INSTRUCTIONS:

1. Negative
2. Error
3. Error
4. The
5. A

Issue Type (Inc. Form #)	Issue raised	Date issue raised	Recommendation	Priority	Status	Date Closed
E.g. JSA, Audit	Guard on the metal lathe (S456) not being used correctly by operators	25/10/2018	Repair immediately before start of shift	High	Completed	26/10/2018

SAMPLE