CORRECTIVE ACTION REGISTER

01 / Open actions

Frequency: add each action the day it is raised; the register owner reviews it weekly (company rule)
Applies to: actions from inspections, hazard reports, incidents, investigations, audits and committee meetings
Revision: 2.0

One row per action. Give each action a number and write that number on the source report. The owner is one named person. Priority 1 and 2 items get an interim control the same day. Type: eliminate, substitute or engineer the hazard out first (E, R). Administrative controls and PPE together are the last line, used in the order the applicable rule requires (Canada federal COHSR 19.5 puts PPE before administrative procedures). Copy this sheet when it is full.

Site / organization	Register owner	Sheet #	Last weekly review (date)

Priority	Meaning and response (company rule)
1	Could seriously hurt someone now: work stopped until controlled
2	Could hurt someone: interim control today; fixed within 7 days
3	Minor or long-term: fixed within 30 days

Type	Meaning
E	Eliminate or substitute: the hazard is gone
R	Engineer or isolate: guard, barrier, ventilation, interlock
A	Administrative: procedure, training, signs, schedule (last line, with P)
P	PPE (last line, with A)

Action #	Date raised	Source and #	Finding and exact location	Priority / type code	Interim control	Action to take	Owner	Due date

CORRECTIVE ACTION REGISTER

01 / Open actions (continued)

Action #	Date raised	Source and #	Finding and exact location	Priority / type code	Interim control	Action to take	Owner	Due date

02 / Verify and close

An action closes only when someone other than the owner has checked it on site or seen the record, it worked, and it created no new hazard (company rule). If it did not work, reopen it under a new action number. At the weekly review, overdue actions go to the manager; Canada federal sites also give the overdue list to the work place committee or health and safety representative (company rule). Keep the register 2 years after its last action closes (company rule).

Action #	Done (date)	Evidence checked (site visit, photo, record)	Checked by	Worked (Y / N)	No new hazard (Y / N)	Closed (date) or reopened as #

Action not taken: action # and reason

Approved by (manager)

CORRECTIVE ACTION REGISTER

02 / Verify and close (continued)

Result	Yes	No
Interim controls in place for every open priority 1 and 2 action No = put the control back now or stop the work.	☐	☐
Every overdue action given to the manager No = escalate today.	☐	☐

Reviewed by	Review date	Open actions (number)	Overdue actions (number)

Additional notes / links (work orders, costs)