

9. APPENDIX: MIDTERM REVIEW SHEET

Reviewed by _____.

Semester: Fall Winter Spring

Year: 15 16 17 18 19 20 21

Inspection: First Re-inspect

Date: _____

Team: _____

Safety captain: _____

Review...	Rating		
Co-op hiring and forms	7 – Complete. All forms in, training adequate.	5 – Minor omissions, small errors.	0 – Major omissions. Training is unclear. Use 0 rating if safety manual is inadequate and cannot provide job-specific training.
Changes to the Safety Manual	4 – Thorough, complete. Potentially, small errors in recommendations (to be fixed).	3 – Minor omissions. Some hazards unaddressed.	0 – Inadequate progress
Member registry	2 – Complete	1 – Minor omissions	0 – Major omissions
Standard Operating Procedures	2 – Thorough and complete. Potentially, small errors in recommendations (to be fixed)	1 – Minor omissions. Some hazards unaddressed.	0 – Inadequate progress
MSDS Binder	2 – Thorough, no visible omissions. One or two MSDS may be out of date or inadequate, but will be updated.	1 – Minor omissions, some significant but not egregious inconsistency between team and share-use binders.	0 – Inadequate progress
Monthly inspection	2 – Completed two inspections	1 – One missing, or one with major hazards missing	0 – Two missing, or two with major hazards missing
Holistic appraisal	6 – Actively participating in safety program and building it into team culture. Bay is in good condition.		0 – Combative or evasive towards the safety program.

Total score: ___ / 25 (co-ops) or ___ / 18 (no co-ops)

Rating results:

- For teams with co-ops: Scores of less than 14 will face re-inspection in one week. If score does not exceed 14 after re-inspection, team will face immediate lockout until score is raised.
- For teams without co-ops: Scores of 9 or less will face will face re-inspection in one week. If score does not exceed 9 after re-inspection, the team will face immediate lockout from their bay until the score is raised.
- If co-op hiring and forms is scored 0, the team will be ineligible to hire co-op students in the future.

SEE BACK FOR SIGNATURE AND ACTION ITEMS.

Action Item	Priority*	Recommendation

All items are assigned to the team safety officer to complete, unless otherwise noted.

Priority*:

- **High:** Response required within 24 hours. Immediately dangerous to life and health.
- **Medium:** Response required within 14 days. Potential to cause injury but not immediately dangerous.
- **Low:** Response required within 14 days. May result in minor or no injury, but should be corrected.
- **Monitor:** Revisit within 90 days. Compliant, but circumstances may change or deteriorate.

Peter Teertstra
Director, Sedra Student Design Centre