

## Instructions:

- This form will be completed by the lead worker/acting lead worker daily.
- The form will be started upon starting duty/shift change and completed no later than the end of the shift.
- The person completing the form will check “yes” or “no”, to indicate status of the issue in the question.
- If the issue in question is not applicable to the area being surveyed (eg there are no throw rugs in FSD) then the person completing the form will write N/A at the end of the question.
- The person completing the form will correct problem(s) that are found.
- If the person completing the form is unable to correct the problem he/she will refer the problem to Shift Supervisor/Team Leader/Service Director.
- Any problems found and corrective action taken will be explained in the comments section.
- Lead worker will submit the completed form to shift supervisor for review prior to the end of the shift and discuss corrective actions taken (if a 606 was completed, submit to the shift supervisor and keep a copy for your records).
- Prior to leaving duty, the Lead Worker will discuss problems found and corrective actions taken with the on-coming Lead Worker/Designee and leave the form for the on-coming lead worker/designee to use when making their round.
- All problems found and actions taken must be entered on the 24-hour report.
- The shift supervisor will ensure that these forms are given to the Division Safety Director.
- The Division Safety Director and the Division Chief and/or Service Director are responsible for ensuring that the identified problems are corrected.
- The Division Safety Director will submit copies of all completed forms to ISPE for data analysis.