

Sample report

To: Tony Farmer, Union Safety Officer
From: Tim Dixon, Personal Assistant, Creagh Holdings Ltd
Date: 16 July 20XX

Report on safety hazards in Main Office of Creagh Holdings, Ltd

1. Purpose

You asked me to prepare a report (your memo, dated 4 July) on actual and potential hazards in our main office. I was asked to present my findings by 22 July.

2. Procedure

- 2.1 I inspected the office area at three different times of the day.
- 2.2 I discussed hazards with relevant staff working in the main office.
- 2.3 I examined previous reports on the topic (see References).

3 Findings

3.1 Electrical hazards

- 3.1.1 Although inspected only six months ago, the power plugs to two computers in the clerical section are cracked across their backs.
- 3.1.2 The starter to one of the fluorescent tubes in the ceiling lighting is faulty; staff regularly stand on a chair to twist the starter and get the tube working.
- 3.1.3 The main power input to the office photocopier is worn by constant contact with a filing cabinet. The worn area has been mended by being bound with insulation tape.

3.2 Furnishing hazards

- 3.2.1 Two of the filing cabinets are over 20 years old and often jam shut. They can only be opened by tilting the cabinet backwards and holding the cabinet at an angle while supporting it with one's foot.
- 3.2.2 The letter racks for incoming mail are secured to the wall by masonry hooks, except for the lower left corner, where a large dictionary has been placed to support the weight.

3.3 Other hazards

The carpet in front of the letter racks has become very worn. There is a small tear that has already caused a minor accident to a member of staff. (See accident report form filed 9 February 20XX.)

4. Conclusion

- 4.1 Electrical hazards in the office are easily rectified without undue expense. There may be other hazards not yet evident; an electrical inspection would be useful.
- 4.2 Furnishing hazards indicate a need for repair and/or purchase of new equipment.
- 4.3 Other hazards are limited to the state of the carpet and replacement of this would reduce the risk of more accidents.

5. Recommendations

- 5.1 Rectify electrical hazards and carry out a full electrical inspection immediately.
- 5.2 Investigate the cost of repairing and replacing filing cabinets and the letter rack.
- 5.3 Replace the carpet throughout the main office.

6. References

Smith, J. (2003). Electrical safety hazards at Creagh Holdings Ltd. Creagh Holdings 2003 Safety Reports, 81–83.

Receiver

Sender

Date

Subject heading

Reference to original instructions:

Who? What?

Where?

What was done to investigate the topic.

Numbered steps in the procedure.

What information was discovered.

Numbered subheadings, tabulated items within these.

Note the clear, factual style of presenting the information.

Reference to relevant document.

What the information suggests to the writer.

Well organised list, summarises information.

Written objectively and unemotionally.

Clear, precise list of suggested actions.

List of references.

7. **Appendix A**

Staff Accident Report Form No. 14443. 9th February 2005 (filed). Creagh Holdings Ltd.

Date/time of accident: 8th February 20XX at 11.06 a.m.

Staff member involved: White, T

Details of injury: Twisted ankle.

How did the accident occur? Tripped over frayed carpet.

Where did the accident occur? In front of the letter racks, main office.

Treatment given? Yes. Applied ice to ankle, appointment with GP arranged.

Investigation/follow-up: None at this time

A N Other

Additional, relevant
information.

Signature of writer