

<company> - ACTION CARD REPORT SUMMARY

Date Observed	Observation/Event	Action Taken	Method of Report	Department Responsible	Date Completed
Jan 12, 2018	Salesman drove vehicle over front parking curb with rebar sticking out of it causing a flat tire.	Pounded rebar down and checked for others.	Action Card	Shop	Jan 14, 2018
Feb 21, 2018	Receptionist received a deep paper cut on thumb.	Provided with first aid: cleaning and Band Aid.	Action Card	Office	Feb 21, 2018
Mar 26, 2018	Near Miss/Contractor clearing snow driving above posted 15km/hr. Contractors not wearing Hi-visibility Vests PPE	Notified Department, Supervisor Filled out ACTION Form	Action Card	Operations – Shop	Mar 30, 2018