

[illegible]

CHAIN OF CUSTODY				
Item #	Date/Time	Released by	Received by	Comments/Location
		Signature: Print Name: Organization:	Signature: Print Name: Organization:	
		Signature: Print Name: Organization:	Signature: Print Name: Organization:	

FINAL DISPOSAL AUTHORITY

Authorization for Disposal

Item(s) #: _____ on this document pertaining to accident no: _____ is(are) no longer needed as evidence and is/are authorized for disposal by (check appropriate disposal method).

☐ Return to Owner ☐ Auction/Destroy

Name of Authorizing Inspector: _____ Signature: _____ Date: _____

Witness to Destruction of Evidence

Item(s) #: _____ on this document were destroyed by Evidence Custodian (Name) _____ in my presence on (date) _____

Name of Witness to destruction: _____ Signature: _____ Date: _____

Release to Lawful Owner

Item(s) #: _____ on this document was/were released by Evidence Custodian

(Name) _____ to Lawful Owner (Name) _____

Company: _____

Address: _____

Telephone Number: _____ Email Address: _____

Under penalty of law, I certify that I am the lawful owner of the above item(s).

Signature: _____ Date: _____

Copy of Government-issued photo identification is attached. ☐ Yes ☐ No

This Chain-of-Custody form is to be retained as a permanent record by the Occupational Safety & Health Agency

Improvement Notice ☐

An inspection report detailing the findings to be addressed, as identified during the inspection and discussed with your facilitators along with the consequence of non-compliance with the Occupational Safety and Health Act (Ch 88:08) will be sent at a later date for your attention. It is expected that these items will be addressed and a report on the status of the corrective measures is submitted to the OSH Agency within calendar days of receipt of this letter.

A re-inspection of the establishment will be conducted to ensure compliance.
Note that failure to effectively address the findings will result in enforcement action by the OSH Agency, pursuant to Section 83(1) of the Act. Contravention of any provision or failure to comply with any duty, instruction or directive issued therein is deemed a safety and health offence and is subject to the jurisdiction of the Industrial Court. In this regard, you are directed to make all necessary arrangements to ensure that the aforementioned breaches of the Act are addressed.

For further information or clarification on the above please contact the undersigned at the above listed number or send an email to.....

Employer/Occupier Representative:(Block)
Signature::..... Position:.....
Date/...../.....
dd mm yy

Employee/Union Representative :(Block)
Signature: Position:.....
Date:/...../.....
dd mm yy

Safety and Health Inspector:(Block)
Signature:.....
Date:/...../.....
dd mm yy

.....
Company Stamp



Head Office: Corner Eastern Main Rd. & St. John's Road, St. Augustine, Trinidad.
Satellite Offices: ♦ #65 Cipero Street, San Fernando ♦ Lot #2 Glen Road, Scarborough, Tobago,

Website: www.osha.gov.tt

Telephone: 1 (868) 612-3900, North Office – Ext 1; South Office – Ext 2; Tobago Office – Ext 3

Meeting Sign-in Sheet

Subject: _____

File No: _____

Company/Contractor: _____

Date: _____

Location: _____

Time: _____

No.	Name	Company/ Contractor	Job Title	Telephone No.	Signature	Email Address
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Topics Discussed / Remarks/ Comments :

[illegible]

I.....have read this entire document
and declare that the facts stated herein are true and correct.
Signed.....

I hereby certified that I took this statement from.....
on at..... I read it over to him/her,
he/she said it was correct and signed it.
Signed.....

Where the marker of the statement is unable to sign, but can make a mark, the Inspector’s certificate should be as follows:

I hereby certify that I took this statement from
on at I read it over to him/her,
he/she said it was correct and made his/her mark.

Where the marker of the statement refuses to sign the statement after having made it, the following certificate should be used:

I hereby certify that I took this statement from
on at I read it over to him/her,
he/she said it was correct but refused to sign it.