

Workplace Inspection Checklist

Walk the whole area. Mark each item, give every problem a priority, and record the corrective action on the last page.

Company name or logo

Site or department	Area inspected	Date	Time
Inspected by (names)		Worker representative or committee member	

Priority	Meaning
A Serious	Could cause death, permanent injury or major loss. Stop the work or correct right away.
B Moderate	Could cause a serious injury or illness. Correct promptly and control it in the meantime.
C Minor	Could cause a minor injury or damage. Correct on a set schedule.

1. Housekeeping and access

Item	OK	Action needed	N/A	Priority (A, B, C)	Location and comments
Walkways, stairs and exits are clear and unobstructed					
Floors and ground are free of slip and trip hazards					
Materials are stored and stacked securely					
Waste and scrap are removed; bins are not overflowing					
Lighting is adequate for the work being done					
Other:					

2. Emergency preparedness

Item	OK	Action needed	N/A	Priority (A, B, C)	Location and comments
Emergency exits and routes are marked and unobstructed					
Muster point and emergency contacts are posted					
Fire extinguishers are in place, charged and inspected					
Eyewash or shower is accessible and tested (where needed)					
Spill kit is stocked and accessible (where needed)					
Other:					

3. First aid

Item	OK	Action needed	N/A	Priority (A, B, C)	Location and comments
First aid kit is stocked and accessible					
First aid attendant is identified for the shift					
Workers know how to call for first aid and help					
First aid records are kept					
Other:					

4. Personal protective equipment

Item	OK	Action needed	N/A	Priority (A, B, C)	Location and comments
Required PPE is available and being worn					
PPE is in good condition and stored properly					
Signs are posted where specific PPE is required					
Respirators are clean, stored and fit tested (where used)					
Other:					

5. Working at heights					
Item	OK	Action needed	N/A	Priority (A, B, C)	Location and comments
Guardrails or covers protect edges and openings					
Fall protection plan is available where one is required					
Harnesses, lanyards and anchors are inspected before use					
Ladders are in good condition, secured and used correctly					
Scaffolds are inspected, tagged, fully decked, with safe access					
Other:					

6. Tools and equipment					
Item	OK	Action needed	N/A	Priority (A, B, C)	Location and comments
Hand and power tools are in good condition					
Guards are in place and working					
Cords and plugs are undamaged; ground-fault protection is used					
Defective tools are tagged and removed from service					
Pre-use inspections are completed and recorded					
Other:					

7. Electrical and energy control					
Item	OK	Action needed	N/A	Priority (A, B, C)	Location and comments
Electrical panels are closed, labelled and accessible					
Temporary power is protected from damage and water					
Lockout procedure is followed; locks and tags are available					
Overhead and underground utilities are identified and marked					
Other:					

8. Mobile equipment and traffic					
Item	OK	Action needed	N/A	Priority (A, B, C)	Location and comments
Pre-use inspections are completed					
Operators are trained and authorized					
Seat belts, alarms and lights work and are used					
Pedestrians are separated from equipment, or spotters are used					
Loads are secured					
Other:					

9. Hazardous products					
Item	OK	Action needed	N/A	Priority (A, B, C)	Location and comments
Safety data sheets are available and current					
Containers are labelled					
Products are stored correctly; incompatibles are separated					
Ventilation is adequate where products are used					
Compressed gas cylinders are secured and capped					
Other:					

10. Excavations (where applicable)					
Item	OK	Action needed	N/A	Priority (A, B, C)	Location and comments
Utilities were located before digging					
Sloping, shoring or shielding is in place					
Safe way in and out is provided					
Spoil piles and equipment are set back from the edge					
Excavation is barricaded or marked					
Other:					

11. Material handling and ergonomics					
Item	OK	Action needed	N/A	Priority (A, B, C)	Location and comments
Lifting aids are available and used					
Rigging and lifting gear are inspected and rated for the load					
Storage racks are stable and not overloaded					
Workstations are set up to limit awkward posture and reach					
Other:					

12. Work environment and welfare					
Item	OK	Action needed	N/A	Priority (A, B, C)	Location and comments
Washrooms and handwashing are clean and stocked					
Drinking water is available					
Heat and cold stress controls are in place					
Noisy areas are identified; hearing protection is used					
Dust and fume controls are working					
Other:					

13. Records and communication					
Item	OK	Action needed	N/A	Priority (A, B, C)	Location and comments
Safety board is current (policy, emergency information, minutes)					
Orientation and training records are up to date					
Hazard assessments are completed for the current work					
Actions from the last inspection are closed					
Incidents and near misses are reported and reviewed					
Other:					

[illegible]

Follow-up from the previous inspection
Are all actions from the last inspection closed? If not, list what is still open and why.

Sign-off		
Inspector name	Signature	Date
Inspector name	Signature	Date
Reviewed by (supervisor or manager)	Signature	Date