# **Inspection Checklist and Report**

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The following inspection checklist is provided to help guide the process of regular workplace health and safety inspections. The template is a guideline only, outlining the most common areas of focus for a workplace safety inspection. The template can be customized to meet the needs of each workplace.

Note that these general safety inspections do not replace the regular pre-use and scheduled inspections required for certain types of tools and equipment.

## **Inspection Checklist**

|  |  |
| --- | --- |
| Inspection completed by: |  |
| Date and time: |  |

For any item identified as deficient (N), use the **Inspection report** at the end of this checklist to document details of the problem and recommended action.

|  |  | Y | N | n/a |
| --- | --- | --- | --- | --- |
| # | 1BA. Facilities and equipment |  |  |  |
|  | Emergency equipment and procedures |  |  |  |
|  | Equipment present and working: |  |  |  |
|  | * Fire extinguishers |  |  |  |
|  | * Fire detection & suppression systems |  |  |  |
|  | * First aid kits |  |  |  |
|  | * Eye wash stations |  |  |  |
|  | * Emergency lighting |  |  |  |
|  | * Alarms |  |  |  |
|  | Escape routes and muster points signed |  |  |  |
|  | Emergency procedures signed |  |  |  |
|  | Emergency contact information posted |  |  |  |
|  | Emergency drill performed in last 12 months |  |  |  |
|  | Floors, walkways, and stairways |  |  |  |
|  | Well-lit |  |  |  |
|  | No blind corners |  |  |  |
|  | Free of tripping hazards (e.g., clutter, damaged mats, uneven flooring, uncovered cables) |  |  |  |
|  | Dry, clean, and free of slipping hazards |  |  |  |
|  | Railings and guardrails in place and secure |  |  |  |
|  | Entrances and parking lots |  |  |  |
|  | Well-lit |  |  |  |
|  | Clear of obstructions |  |  |  |
|  | Entrances are secured |  |  |  |
|  | Clear signage in parking lot (no parking, speed limits, direction of traffic, etc.) |  |  |  |
|  | Shop floors and work yards |  |  |  |
|  | Appropriate lighting for work tasks |  |  |  |
|  | Air flow and ventilation appropriate for work tasks |  |  |  |
|  | Piping for gas, compressed air, etc. clearly labelled |  |  |  |
|  | Electrical control boxes have clear access |  |  |  |
|  | Circuit breakers and starter switched clearly marked |  |  |  |
|  | Adequate heating and cooling |  |  |  |
|  | Safe noise levels or hearing protection provided as required |  |  |  |
|  | Pedestrian traffic separated from vehicle traffic where practical |  |  |  |
|  | Materials |  |  |  |
|  | Stacked materials are stable (interlocked, strapped, or other means of restraint) |  |  |  |
|  | Stacked materials are not near ignition sources |  |  |  |
|  | Stacked materials do not obstruct sprinkler systems |  |  |  |
|  | Containers and storage racks undamaged and appropriate for materials |  |  |  |
|  | Hazardous materials are properly labelled |  |  |  |
|  | Flammable and hazardous materials secured and stored in approved containers |  |  |  |
|  | SDS available and less than three years old |  |  |  |
|  | Tools and equipment |  |  |  |
|  | Maintenance log up-to-date |  |  |  |
|  | Inspection log up-to-date |  |  |  |
|  | Warning signage for physical hazards created by equipment and processes |  |  |  |
|  | Hazardous points of operation adequately guarded |  |  |  |
|  | Safeguards in place, in good condition, and cannot be easily removed by workers |  |  |  |
|  | Lockout procedures posted |  |  |  |
|  | Equipment positioned to avoid endangering other workers |  |  |  |
|  | Workers protected from materials ejected from tools or equipment |  |  |  |
|  | Equipment controls clearly labelled and within easy reach, but protected from inadvertent activation |  |  |  |
|  | Defective tools and equipment tagged and removed from service |  |  |  |
|  | PPE available as required for all workers |  |  |  |
|  | Ladders | | | |
|  | Ladders are appropriate for the work task |  |  |  |
|  | Ladders are in good condition with no obvious signs of wear and tear |  |  |  |
|  | Mobile equipment |  |  |  |
|  | Maintenance logs up-to-date |  |  |  |
|  | Pre-use inspection logs up-to-date |  |  |  |
|  | Operators are trained |  |  |  |
|  | Vehicles |  |  |  |
|  | Maintenance logs up-to-date |  |  |  |
|  | Inspection logs up-to-date |  |  |  |
|  | Other areas of focus |  |  |  |
|  | Problems identified in previous inspection(s): |  |  |  |
|  | Priority areas as defined by the joint committee: |  |  |  |
| # | 2BB. Workplace practices |  |  |  |
|  | Work practices — general |  |  |  |
|  | Workers trained for specific work tasks |  |  |  |
|  | Workers supervised for work tasks |  |  |  |
|  | Tools used for their designed purposes only |  |  |  |
|  | Personal protective equipment (PPE) |  |  |  |
|  | Workers are trained in correct PPE use |  |  |  |
|  | Used consistently and correctly |  |  |  |
|  | Maintained in good working order |  |  |  |
|  | Inspected and replaced on schedule |  |  |  |
|  | Ladder use | | | |
|  | Workers not required to carry materials up and down ladders |  |  |  |
|  | Ladders are used only for non-routine activities completed in 15 minutes or less |  |  |  |
|  | Fall protection used when required |  |  |  |
|  | 3-point contact maintained |  |  |  |
|  | Slipping and tripping avoidance |  |  |  |
|  | Handrails are used |  |  |  |
|  | Spills cleaned immediately |  |  |  |
|  | Well-fitting, non-slip footwear worn |  |  |  |
|  | Ergonomics |  |  |  |
|  | Available assistive equipment and/or mechanical aids used |  |  |  |
|  | Tasks are varied or rotated to minimize repetitive movement |  |  |  |
|  | Loads assessed before lifting or pulling |  |  |  |
|  | Loads maintained close to body |  |  |  |
|  | Lifting with legs |  |  |  |
|  | Upper body kept erect |  |  |  |
|  | Natural reaching without having to over-extend |  |  |  |
|  | Work stations and seating at proper height |  |  |  |
|  | Safe work practices for high-risk work conform to regulatory requirements and are followed for: | | | |
|  | Working at elevation |  |  |  |
|  | Asbestos exposure |  |  |  |
|  | Exposure to hazardous materials |  |  |  |
|  | Working in excavations |  |  |  |
|  | Entry into confined space |  |  |  |
|  | Working near combustible dust |  |  |  |
|  | Hand falling or bucking |  |  |  |
|  | Use of explosives, or flammable or combustible materials |  |  |  |
|  | De-energization, lockout, and safeguarding |  |  |  |
|  | Exposure to violence |  |  |  |
|  | Other areas of focus |  |  |  |
| 88 | Problems identified in previous inspection(s): |  |  |  |
| 89 | Priority areas as defined by the joint committee: |  |  |  |

## **Inspection Report**

|  |  |  |
| --- | --- | --- |
| Item # | Description of hazard:  *(specific location and/or equipment, nature of hazard, priority rating- \*see below)* | |
| Recommended action: *(detailed action, taking account of hierarchy of controls, two or more options where appropriate)* | | |
| Person responsible: | | Target date: |
| Item # | Description of hazard:  *(specific location and/or equipment, nature of hazard, priority rating- \*see below)* | |
| Recommended action: *(detailed action, taking account of hierarchy of controls, two or more options where appropriate)* | | |
| Person responsible: | | Target date: |
| Item # | Description of hazard:  *(specific location and/or equipment, nature of hazard, priority rating- \*see below)* | |
| Recommended action: *(detailed action, taking account of hierarchy of controls, two or more options where appropriate)* | | |
| Person responsible: | | Target date: |
| Item # | Description of hazard:  *(specific location and/or equipment, nature of hazard, priority rating- \*see below)* | |
| Recommended action: *(detailed action, taking account of hierarchy of controls, two or more options where appropriate)* | | |
| Person responsible: | | Target date: |
| Report reviewed by:  (senior management)  Comments: | | Date: |

**Send a copy of this report to the JOHSC. Highlight important items that must be reviewed/discussed at next JOHSC meeting.**

**\*Hazard Rating Descriptions:**

A = Potential for causing loss of life, body part and/or extensive loss of structure, equipment or material

B = Potential for causing a serious injury, illness or property damage

C = Probable potential for causing a non-disabling injury or non-disruptive property damage