WORKPLACE INSPECTION

01 / Area details and checks

Frequency: daily walk by the supervisor; monthly inspection by the workplace committee or health and safety representative (Canada federal: every part of the workplace at least once a year)

Applies to: general conditions in yards, terminals, shops, warehouses, offices and construction areas (equipment and permits have their own forms)

Revision: 2.0

Walk the whole area named below and look at the actual conditions. Pass means exactly as written; mark rows that do not apply N/A and give the reason in section 02. Fix small things on the spot and still record them. Equipment, scaffolds, cranes and permits use their own forms.

Site / location	Date	Time / shift	Inspector
Area / zone inspected	**Walk type (Daily / Monthly committee)**	**Inspected with (committee / H&S rep)**	**Area owner / supervisor**

C = critical: Fail means stop work at that spot, make it safe or barricade it, tell the supervisor.

	Check (observable condition)	Pass	Fail	N/A
Housekeeping and walking surfaces				
	1. Floors, aisles and walkways clear: no cords, hoses, scrap or stock across the path Clear now; record.	☐	☐	☐
	2. No spills, oil, water, ice or snow on walkways, stairs or ramps; drains not blocked Clean, sand or salt now; record.	☐	☐	☐
	3. Floors, decks and stairs: no holes, loose boards, broken tiles or raised edges Mark or barricade; report for repair.	☐	☐	☐
	4. Scrap, protruding nails and debris cleared; waste and oily-rag bins have lids Clear now; record.	☐	☐	☐
C	5. Open pits, holes, trenches and drop edges covered or guarded; covers secured	☐	☐	☐
C	6. Stairs and raised platforms: handrails and guardrails in place and solid	☐	☐	☐
	7. Lighting: all fixtures work; no dark stairs, walkways or work spots Report; add portable lighting before work there.	☐	☐	☐
Storage, traffic and signs				
	8. Stored material stable: stacked, blocked, not leaning; shelves not overloaded Restack or unload now.	☐	☐	☐
	9. Pedestrian routes marked and kept apart from vehicle routes; crossings signed Report; supervisor sets temporary barriers.	☐	☐	☐
C	10. Where vehicles and people mix: barriers, cones, signs or a signaller in place	☐	☐	☐
	11. Signs, restricted-area boundaries and hazard postings in place and readable Replace; report.	☐	☐	☐
Emergency and fire				
C	12. Exit routes and doors clear, open from inside without a key, nothing stored in them	☐	☐	☐
	13. Exit signs visible and lit; direction signs where the exit is not obvious Report for repair today.	☐	☐	☐
C	14. Fire extinguishers in place, not blocked, gauge in the green, pin and seal on	☐	☐	☐
	15. Extinguisher tag or record shows this month's check Do the check; record it on the extinguisher form.	☐	☐	☐

WORKPLACE INSPECTION

01 / Area details and checks (continued)

	Check (observable condition)	Pass	Fail	N/A
	16. Construction: 2A extinguisher within 100 ft (30 m); 10B within 50 ft (15 m) of fuel Place one before work continues.	☐	☐	☐
	17. Fire doors not wedged open; sprinklers, alarms and pull stations not blocked Clear now; report.	☐	☐	☐
	18. Emergency numbers, alarm instructions and muster point posted and current Post before the end of the shift.	☐	☐	☐
	First aid and welfare			
	19. First aid kit or station signed, reachable, stocked, clean; monthly check signed Restock; report.	☐	☐	☐
	20. First aid attendant names and how to reach them posted at the kit Post today.	☐	☐	☐
	21. Eyewash or shower in the work area where corrosives are used; works, water clean Stop corrosive work until one is in place.	☐	☐	☐
	22. Drinking water available; container closed, tapped, labelled; no shared cup Supply before the next break.	☐	☐	☐
	23. Toilets and hand-wash available, clean and stocked Report to the area owner today.	☐	☐	☐
	Chemicals and spills			
	24. Every chemical container labelled (supplier or workplace label); no unmarked bottles Label or remove now.	☐	☐	☐
	25. SDS for products in use can be reached this shift (Canada: English and French) Get the SDS; record.	☐	☐	☐
C	26. Flammable liquids in approved closed containers; none stored in exits or stairs	☐	☐	☐
	27. Spill kit present, stocked and suited to the products here Restock; record.	☐	☐	☐

	Check (observable condition)	Pass	Fail	N/A
	Equipment and electrical			
C	28. Machine guards in place; emergency stops reachable and not blocked	☐	☐	☐
C	29. Damaged tools or equipment tagged "Do not use" and out of service	☐	☐	☐
C	30. Cords and plugs: no cuts, bare wire, missing ground pin or taped repairs	☐	☐	☐
	31. Cords not run through doorways or pinch points; not hung on nails or stapled Re-route now.	☐	☐	☐
	32. Electrical panels closed and labelled; 3 ft (0.9 m) clear in front, nothing stored Clear now; report open panels.	☐	☐	☐
	Health, PPE, water edge and changes			
	33. Ventilation and dust controls running; no visible dust cloud or fume haze Stop the task; supervisor reviews controls.	☐	☐	☐
	34. People in the area wear the PPE posted for it (head, eye, foot, hi-vis, hearing) Correct on the spot; record.	☐	☐	☐
	35. PPE in use in good condition; spares available Replace; check on the PPE form.	☐	☐	☐
	36. Wharf: life rings with line in place; ladders every 60 m reach 2 rungs below water No work at the edge until in place.	☐	☐	☐
	37. New work, trades or hazards since the last inspection found and crews briefed Supervisor briefs the crew; record.	☐	☐	☐
	38. Actions from the last inspection closed, or still open with an owner and due date Carry forward on section 02.	☐	☐	☐

WORKPLACE INSPECTION

02 / Findings and disposition

Record each Fail by row number: exact location, what you saw, the action taken now, who fixes it and by when. Close a finding only after someone checks the fix. Keep this record at least 1 year.

Result	Yes	No
Area safe for work to continue No = stop work at the affected spot, barricade, tell the area owner; record on section 02.	☐	☐
Any C item marked Fail Yes = that spot stays closed until the supervisor signs it off on section 02.	☐	☐

Inspector signature

Area owner / supervisor

Time area released / closed

Item / finding	Required action	Responsible person	Due date	Completion / verified by

Immediate controls / areas closed / person notified

Areas not inspected / N/A reasons

Inspector acknowledgement

Area owner review

Review date

WORKPLACE INSPECTION

02 / Findings and disposition (continued)

Site-specific additions

Add checks for this workplace with the source: confined spaces, docks and ramps, rail sidings, cold or heat stress, security, site rules.

Additional item	Details / result / value	Reference	Additional notes / attachments