

Workplace Inspection Form

| Item(s) Inspected | Hazard Discovered | Class | Corrective Action To Be Taken | Target Date for Completion |
|---|-------------------|-------|-------------------------------|----------------------------|
| 1. Atmospheric Conditions: dusts, gases, fumes, sprays and illumination | | | | |
| 2. Buildings and Structure: windows, doors, floors, exits, stairs, aisles, ramps, guardrails, garbage removal/storage, roofs, walls | | | | |
| 3. Containers: scrap bins, disposal receptacles, barrels, gas cylinders, solvent cans | | | | |
| 4. Elevators, Escalators, and Man Lifts: cables, controls, safety devices | | | | |
| 5. Firefighting Equipment: extinguishers, hoses, hydrants, sprinkler systems, alarms | | | | |
| 6. Furniture: designed chairs, sharp edges, desks, cabinets | | | | |
| 7. Hand Tools: bars, sledges, wrenches, hammers, power hand tools | | | | |
| 8. Hazardous Supplies and Materials: flammables, explosives, gases, acids, caustics, toxic chemicals labels, MSDSs, wastes | | | | |
| 9. Material Handling Equipment: conveyors, cranes, hoists, forklifts | | | | |
| 10. Personal Protective Equipment: hard hats, safety glasses, respirators, gas masks, gloves, shoes | | | | |

Workplace Inspection Form

| Item(s) Inspected | Hazard Discovered | Class | Corrective Action To Be Taken | Target Date for Completion |
|--|-------------------|-------|-------------------------------|----------------------------|
| 11. Pressurized Equipment: boilers, vats, tanks, piping, hosing | | | | |
| 12. Production and Related Equipment: any equipment that processes materials into more finished products, such as mills, shapers, cutters, borers, presses, lathes | | | | |
| 13. Personal Supporting Equipment: ladders, scaffolding, high platforms, catwalks, sling chairs, staging | | | | |
| 14. Power Source Equipment: gas engines, steam engines, air compressors, electrical motors | | | | |
| 15. Structural Openings: shafts, pits, sumps, floor openings, (including those usually kept covered) | | | | |
| 16. Storage Facilities and Areas: racks, bins, cabinets, shelves, tanks, closets, yard and floor storage | | | | |
| 17. Transportation Equipment: automobiles, trucks, railroad cars, motorized carts, buggies | | | | |
| 18. Walkways and Roadways: aisles, ramps, docks, walkways, vehicle ways | | | | |
| 19. Warning and Signaling Devices: crossing lights, blinker lights, sirens, warning signs | | | | |
| 20. Miscellaneous: housekeeping, training, all items that do not fall into any of the above categories | | | | |

Workplace Inspection Form

Additional Comments / Notes:

Note: When a tool, machine, structure or item of equipment is inspected, attention should be directed at those parts that could result in a substandard or an unhealthy condition. Therefore, the next step is to decide exactly what critical parts of an item should be inspected regularly.

Inspector(s): _____

Date of Inspection: _____

HAZARD CLASSIFICATIONS

Class A (Major):

Likely to cause permanent disability, loss of life, and/or extensive loss of structure, equipment or material. Repairs should be done immediately.

Class B (Serious):

Likely to cause serious injury, temporary disability, or disruptive property damage. Repairs should be done within days.

Class C (Minor):

Likely to cause minor, non-disabling injury, or non-disruptive property damage. Repairs are planned on a longer-term basis, within weeks to months.

worksafenb.ca

1 800 999-9775

Note – this document is a sample only and the user must adapt it to fit their individual needs.

Last revised: August 1, 2024