

General Workplace Safety Inspection Checklist

A comprehensive template for exterior, interior, common, administrative, production, maintenance and storage areas

Regular workplace inspections help you find and fix hazards before they hurt someone, damage equipment or interrupt operations. This general checklist covers the areas found in most workplaces. Adapt it to your site by marking the sections that apply, skipping those that don't and adding items for your own equipment, processes and legal requirements. Completed checklists and closed corrective actions also give you clear evidence of your inspection program for COR and SECOR audits.

Inspection Details

Company or organization		Inspection date	
Site or location name		Start and end time	
Site address			
Areas or departments inspected			
Inspected by (name and position)		Area supervisor or contact	
Other inspection team members			
Inspection type	☐ Planned ☐ Follow-up ☐ Pre-audit ☐ Committee or representative ☐ Other:		
Previous inspection date		Previous corrective actions closed?	☐ Yes ☐ No ☐ Partly

Areas Included in This Inspection

Check each section that applies to this inspection. Leave the others blank.

☐ 1. Exterior Grounds and Building Envelope	☐ 11. Hazardous Products and Chemical Storage (WHMIS)
☐ 2. Parking Lots, Driveways and Traffic Routes	☐ 12. Electrical Safety
☐ 3. Entrances, Exits and Emergency Egress	☐ 13. Fire Prevention and Protection
☐ 4. Floors, Aisles and General Housekeeping	☐ 14. Emergency Preparedness
☐ 5. Stairs, Ramps, Ladders and Elevated Areas	☐ 15. First Aid and Emergency Washing Equipment
☐ 6. Common Areas: Lunchrooms, Washrooms, Change Rooms and Meeting Spaces	☐ 16. Personal Protective Equipment (PPE)
☐ 7. Administrative and Office Areas	☐ 17. Mobile Equipment and Vehicles
☐ 8. Production and Operations Areas	☐ 18. Workplace Health Conditions
☐ 9. Maintenance Shops, Mechanical and Service Rooms	☐ 19. Safe Work Practices and Program Elements
☐ 10. Warehouse, Storage, Shipping and Receiving	☐ 20. Site-Specific Items

How to Use This Checklist

- Before you start, review the last inspection report, recent incident and near-miss reports, and any open corrective actions for the area.
- Let the area supervisor and workers know you're coming, and wear the PPE required for each area you enter.
- Look at both conditions and work practices. Talk with workers, because they often know about hazards first.
- Mark each item Yes, No or N/A. Yes means the condition is in place and acceptable. Use the comments column to note the exact location, what you saw and any photo reference.
- Record every No in the Corrective Action Log, with a priority, the person responsible and a target date.
- Items flagged Check legislation are legal requirements in most Canadian workplaces. Confirm the exact requirement in the OHS legislation, fire code, building code or electrical code for your province or territory, or in the Canada Labour Code for federally regulated workplaces.
- Measurements are metric and come from Canadian codes and standards, such as the National Building Code, National Fire Code, Canadian Electrical Code and CSA standards. Where provinces differ, the checklist gives a typical value or range, and your local requirement takes priority.
- If you find a hazard that could cause serious injury or illness right away, stop the work, make the area safe and tell the supervisor immediately. Don't wait for the report.
- Don't let the checklist limit what you see. If you notice a hazard that isn't listed, record it in Section 20 or the comments.
- Share the results with the area supervisor, management and your health and safety committee or representative, and keep the completed checklist with your inspection records.

Rating Key

Yes	In place. The condition is in place and meets requirements. No action is needed.
No	Action needed. The condition isn't met. Describe the problem in the comments and add it to the Corrective Action Log.
N/A	Not applicable. The item doesn't apply to this area or workplace.
Check legislation	Compliance item. This flag follows items that are legal requirements in most Canadian workplaces. Confirm the exact requirement for your province or territory before you rate the item.

Corrective Action Priority Key

The timeframes below are suggestions. Use the timeframes set in your own health and safety program.

Priority	What it means	Suggested timeframe
A	Critical. Could cause death, serious injury, serious illness or major damage.	Immediately. Stop the work or isolate the hazard until it's controlled.
B	Serious. Could cause injury, illness or damage, but the risk isn't immediate.	As soon as possible, typically within 7 days.
C	Minor. Low risk, such as a housekeeping or maintenance issue.	Within 30 days or at the next scheduled maintenance.

Inspection Checklist

Mark one box for each item: Yes (in place), No (action needed) or N/A (not applicable). Record every No in the Corrective Action Log. Items flagged Check legislation are compliance requirements, so confirm the exact rule for your province or territory.

Section 1: Exterior Grounds and Building Envelope					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
1.1	Sidewalks, walkways and exterior stairs are level, in good repair and free of trip hazards such as cracks, heaving or loose pavers.	☐	☐	☐	
1.2	Snow and ice are cleared from walkways, stairs and entrances, and sand or ice melt is applied when needed.	☐	☐	☐	
1.3	Roof edges, eaves and overhangs are free of hanging ice, snow buildup and loose material that could fall on people below.	☐	☐	☐	
1.4	Exterior lighting works at entrances, walkways, parking areas, loading zones and storage yards.	☐	☐	☐	
1.5	Exterior walls, windows, canopies, gutters and downspouts are in good repair, and downspouts don't drain across walkways.	☐	☐	☐	
1.6	Grading and drainage keep water away from walkways and entrances, with no pooling or ice-forming areas.	☐	☐	☐	
1.7	Fences, gates and barriers are intact, and restricted areas are secured and signed.	☐	☐	☐	
1.8	Outdoor storage (materials, pallets, equipment and bins) is stable, organized and kept clear of exits, walkways and building openings.	☐	☐	☐	
1.9	Propane and other compressed gas cylinders stored outdoors are secured upright, protected from vehicle impact and kept in a ventilated, signed cage or area that meets CSA B149.2 (Propane Storage and Handling Code). Check legislation.	☐	☐	☐	
1.10	Waste bins and dumpsters are in good condition, lids are closed, and they're kept away from building openings and ignition sources.	☐	☐	☐	
1.11	Trees, shrubs and landscaping are trimmed back from walkways, signs, lighting and sight lines.	☐	☐	☐	
1.12	The building address is visible from the street so emergency responders can find the site quickly.	☐	☐	☐	
1.13	Fire hydrants, fire department connections and fire access routes are clear, visible and accessible. Check legislation.	☐	☐	☐	
1.14	Roof access (hatches, fixed ladders and guardrails) is controlled, and fall protection anchors are certified, labelled with their rating and inspected as required. Check legislation.	☐	☐	☐	
1.15	Overhead power lines are identified, and workers and equipment stay outside the minimum approach distance (commonly at least 3 m for most distribution lines, and farther for higher voltages). Underground utilities are located before any digging. Check legislation.	☐	☐	☐	

Section 2: Parking Lots, Driveways and Traffic Routes					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
2.1	Parking areas and driveways are in good repair, with no potholes, heaving, broken curbs or loose wheel stops.	☐	☐	☐	
2.2	Pedestrian walkways and crossings are marked and separated from vehicle traffic where practicable.	☐	☐	☐	
2.3	Traffic signs (stop, speed limit, one-way and no parking) are posted, visible and in good condition.	☐	☐	☐	
2.4	Drivers follow posted speed limits and on-site traffic rules.	☐	☐	☐	
2.5	Fire lanes and emergency vehicle routes are marked and kept clear. Check legislation.	☐	☐	☐	
2.6	Accessible parking stalls are marked, kept clear and located close to an accessible entrance.	☐	☐	☐	
2.7	Block heater outlets, posts and cords are in good condition, and cords don't cross walkways.	☐	☐	☐	
2.8	Sight lines at corners, intersections and building exits are clear, with convex mirrors installed where visibility is limited.	☐	☐	☐	
2.9	Parking lot lighting is adequate for dark hours, including winter mornings and evenings.	☐	☐	☐	
2.10	Barriers or bollards protect entrances, gas meters, electrical equipment and pedestrian areas from vehicle impact.	☐	☐	☐	
2.11	Delivery and loading routes are defined, and spotters or backup alarms are used for reversing vehicles where needed.	☐	☐	☐	

Section 3: Entrances, Exits and Emergency Egress					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
3.1	Entrance floors are clean and dry, with mats or grates that lie flat to reduce slips from snow, ice and rain.	☐	☐	☐	
3.2	Doors, door closers, hinges, handles and automatic openers work properly.	☐	☐	☐	
3.3	Exit doors open from the inside without a key or special knowledge and aren't locked, chained or blocked while the building is occupied. Check legislation.	☐	☐	☐	
3.4	Exit signs are lit and visible, with directional signs wherever the way to an exit isn't obvious. Newer buildings use the green running-person exit sign required by the National Building Code. Check legislation.	☐	☐	☐	
3.5	Exit routes, corridors and stairwells are kept clear of storage, furniture and equipment. Check legislation.	☐	☐	☐	
3.6	Fire doors and stairwell doors close and latch on their own and aren't wedged or propped open. Check legislation.	☐	☐	☐	

Section 3: Entrances, Exits and Emergency Egress					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
3.7	Emergency lighting provides an average of at least 10 lx along exit routes (National Building Code; some provinces require more), is tested monthly, and is tested once a year for its full rated duration (National Fire Code), with records kept. Check legislation.	☐	☐	☐	
3.8	Evacuation floor plans showing exits, extinguishers, pull stations and the muster point are posted and current. Check legislation.	☐	☐	☐	
3.9	Glass doors and full-height windows are marked so people can see them.	☐	☐	☐	
3.10	A visitor and contractor sign-in process is in place, and visitors are told about site hazards and emergency procedures.	☐	☐	☐	
3.11	Accessible routes, ramps and power-assisted doors are clear and in working order.	☐	☐	☐	

Section 4: Floors, Aisles and General Housekeeping					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
4.1	Floors are clean, dry and slip-resistant, and spills are cleaned up promptly.	☐	☐	☐	
4.2	Wet-floor signs are available and used during cleaning or after spills.	☐	☐	☐	
4.3	Floors are free of holes, damaged tiles, loose carpet, raised edges and other trip hazards.	☐	☐	☐	
4.4	Aisles and walkways are clear, marked where needed and wide enough for people, carts and equipment.	☐	☐	☐	
4.5	Cords, hoses and cables don't cross walkways, or they're covered with cord protectors.	☐	☐	☐	
4.6	Floor openings, pits, sumps and trenches are covered with secured covers that can support the expected load, or they're guarded. Check legislation.	☐	☐	☐	
4.7	Materials and supplies are stored neatly, with nothing stacked unstably or overhanging shelf edges.	☐	☐	☐	
4.8	Waste and recycling containers are emptied regularly and aren't overflowing.	☐	☐	☐	
4.9	Lighting is adequate for the work being done, and burned-out or flickering lights are reported and replaced.	☐	☐	☐	
4.10	Drawers, cabinet doors and storage room doors are kept closed when not in use.	☐	☐	☐	
4.11	Walls, ceilings and ceiling tiles are in good condition, with no water damage, visible mould or loose tiles.	☐	☐	☐	
4.12	Safety signs and labels (hazard, PPE, exit and room identification) are posted, legible and in good condition.	☐	☐	☐	

Section 5: Stairs, Ramps, Ladders and Elevated Areas					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
5.1	Stairs have secure handrails, typically 865 to 965 mm high (National Building Code), and treads are in good repair with uniform risers and visible, slip-resistant edges. Check legislation.	☐	☐	☐	
5.2	Stairways are well lit and kept clear of storage and debris.	☐	☐	☐	
5.3	Ramps have slip-resistant surfaces and handrails where required.	☐	☐	☐	
5.4	Guardrails are in place at mezzanines, platforms, open-sided floors, loading dock edges and other elevated edges where required, with a top rail generally 0.9 to 1.1 m high, a mid-rail and a toe board typically 89 to 125 mm high, depending on the province. Check legislation.	☐	☐	☐	
5.5	Mezzanines and storage platforms show their maximum load rating and aren't overloaded.	☐	☐	☐	
5.6	Portable ladders meet CSA Z11 (Grade 1, 1A or 1AA for workplace use), are in good condition and are inspected before use. Check legislation.	☐	☐	☐	
5.7	Extension ladders are set up at a 4 to 1 slope (1 m out at the base for every 4 m of height), secured against movement, and extend at least 0.9 to 1 m above the landing, depending on the province. Check legislation.	☐	☐	☐	
5.8	Workers don't stand or work on the top two rungs of a ladder or the top cap of a stepladder unless the manufacturer allows it. Check legislation.	☐	☐	☐	
5.9	Damaged ladders are tagged out of service and removed from use, and workers use ladders or step stools, not chairs, boxes, shelving or buckets, to reach high places.	☐	☐	☐	
5.10	Fixed ladders are secure, with side rails extending about 0.9 to 1 m above the landing, and cages, ladder safety systems or rest platforms where the climb is more than about 5 to 6 m, depending on the province. Check legislation.	☐	☐	☐	
5.11	Fall protection is used wherever a worker could fall 3 m or more (a lower height applies in some cases and jurisdictions) or into an opening or hazardous area, and equipment meets CSA Z259 standards and is inspected before use. Check legislation.	☐	☐	☐	
5.12	Scaffolds and elevating work platforms are set up and inspected before use, and scaffolds are tagged by a competent person. Check legislation.	☐	☐	☐	

Section 6: Common Areas: Lunchrooms, Washrooms, Change Rooms and Meeting Spaces					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
6.1	Lunchrooms and kitchens are clean and sanitary, food is stored properly, and refrigerators are cleaned regularly.	☐	☐	☐	
6.2	Appliances (microwaves, kettles, coffee makers and toasters) are in good condition with undamaged cords and aren't overloading outlets.	☐	☐	☐	
6.3	Receptacles within 1.5 m of sinks have Class A ground fault circuit interrupter (GFCI) protection, as the Canadian Electrical Code requires for current installations. Check legislation.	☐	☐	☐	
6.4	Eating areas are separate from areas where hazardous products are used or stored. Check legislation.	☐	☐	☐	
6.5	Washrooms are clean, well ventilated and stocked, fixtures work, and the number of toilets and sinks meets the requirement for the number of workers. Check legislation.	☐	☐	☐	
6.6	Change rooms and lockers are clean, in good repair and adequate for the number of workers.	☐	☐	☐	
6.7	Clean drinking water is available. Check legislation.	☐	☐	☐	
6.8	The health and safety board is current, with required postings such as the health and safety policy, emergency contacts, committee or representative information and any notices required in your province or territory. Check legislation.	☐	☐	☐	
6.9	Hallways and shared spaces are well lit and free of obstructions.	☐	☐	☐	
6.10	Meeting and training rooms aren't overcrowded, furniture is in good repair, and exits are clear.	☐	☐	☐	

Section 7: Administrative and Office Areas					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
7.1	Workstations are set up to suit each worker, with the top of the monitor at or slightly below eye level, a viewing distance of about 400 to 740 mm (CSA Z412 guidance), and the keyboard and mouse at about elbow height.	☐	☐	☐	
7.2	Chairs are in good repair, with working height adjustment, stable bases and intact casters, armrests and backrests.	☐	☐	☐	
7.3	Lighting is adequate for computer and paper work, and glare on screens is controlled.	☐	☐	☐	
7.4	Filing cabinets open one drawer at a time, heavy files are kept in lower drawers, and drawers are closed after use.	☐	☐	☐	
7.5	Tall bookcases, filing cabinets and shelving units are stable and secured to the wall where there's a risk of tipping.	☐	☐	☐	
7.6	Shelves aren't overloaded, and heavy items are stored between knee and shoulder height where possible.	☐	☐	☐	

Section 7: Administrative and Office Areas					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
7.7	Cords are managed under and behind desks, power bars aren't plugged into each other, and extension cords aren't used as permanent wiring.	☐	☐	☐	
7.8	Space heaters, if allowed, are approved, have automatic tip-over shut-off, are kept at least 1 m from combustibles (or the manufacturer's stated clearance) and are turned off when unattended.	☐	☐	☐	
7.9	Paper cutters have working blade guards, and shredders and other office equipment are in good condition.	☐	☐	☐	
7.10	Indoor temperature, humidity and air quality are comfortable, and air vents aren't blocked.	☐	☐	☐	
7.11	Reception areas and public counters have violence prevention measures that match the assessed risk, such as controlled entry, a clear view of the entrance and a way to call for help. Check legislation.	☐	☐	☐	
7.12	Workers know the working alone and after-hours procedures, and a check-in system is in place where needed. Check legislation.	☐	☐	☐	
7.13	Printer, copier and server rooms are ventilated and aren't used to store paper, boxes or other combustibles.	☐	☐	☐	

Section 8: Production and Operations Areas					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
8.1	Machine guards are in place, secure and working at points of operation, pinch points, rotating shafts, belts, chains and gears, following CSA Z432 (Safeguarding of Machinery). Check legislation.	☐	☐	☐	
8.2	Guards and safety devices (interlocks, light curtains and two-hand controls) haven't been removed, bypassed or defeated. Check legislation.	☐	☐	☐	
8.3	Emergency stop buttons and pull cords are accessible, clearly marked and tested.	☐	☐	☐	
8.4	Machines and equipment are in good condition, anchored where required and operated within their rated capacity.	☐	☐	☐	
8.5	Equipment controls and switches are labelled and protected from accidental start-up.	☐	☐	☐	
8.6	Only trained and authorized workers operate machines and equipment. Check legislation.	☐	☐	☐	
8.7	Work zones, hazard areas and pedestrian walkways are clearly marked on the floor or separated by barriers.	☐	☐	☐	
8.8	Safe work procedures, operating instructions and safety data sheets (SDSs) are available where the work is done. Check legislation.	☐	☐	☐	

Section 8: Production and Operations Areas					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
8.9	Hand and power tools are in good condition, have guards in place and are the right tool for the job, and damaged tools are tagged out.	☐	☐	☐	
8.10	Compressed air isn't used to blow dust off clothing or skin. Where a jurisdiction allows it for clothing, pressure is limited (about 70 kPa in British Columbia and federally), and cleaning nozzles are pressure-reducing with chip guarding. Check legislation.	☐	☐	☐	
8.11	Hot surfaces, sharp edges and other contact hazards are guarded, insulated or clearly marked.	☐	☐	☐	
8.12	Conveyors have guarded nip points, crossovers where workers need to cross, and emergency stops along their length.	☐	☐	☐	
8.13	Local exhaust ventilation (dust collectors, fume hoods and extraction arms) is working and maintained.	☐	☐	☐	
8.14	Areas where noise exceeds 85 dBA (the 8-hour exposure limit in most provinces) are identified and signed, and hearing protection meeting CSA Z94.2 is worn. Check legislation.	☐	☐	☐	
8.15	Workstations are designed to reduce heavy lifting, awkward postures and repetitive motion, and lifting aids are available and used.	☐	☐	☐	
8.16	Workers keep loose clothing, jewellery and long hair secured near moving parts.	☐	☐	☐	
8.17	Production waste, scrap and offcuts are removed regularly and don't build up around machines.	☐	☐	☐	

Section 9: Maintenance Shops, Mechanical and Service Rooms					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
9.1	Maintenance shops are organized, benches are tidy, and tools are put away when not in use.	☐	☐	☐	
9.2	Written lockout procedures are in place for equipment that needs servicing, following CSA Z460 (Control of Hazardous Energy). Personal locks and tags are available, and energy is isolated and verified before work begins. Check legislation.	☐	☐	☐	
9.3	Bench and pedestal grinders have the tool rest set within 3 mm of the wheel, the upper (tongue) guard adjusted close to the wheel, eye shields in place, and wheels in good condition and rated for the grinder's speed. Check legislation.	☐	☐	☐	
9.4	Welding and cutting areas are screened, well ventilated and free of combustibles (CSA W117.2), and hot work outside designated areas is controlled by a permit. Check legislation.	☐	☐	☐	
9.5	Compressed gas cylinders are secured upright, valve caps are on when not in use, and stored oxygen is kept at least 6 m from fuel gases or separated by a fire-resistant barrier at least 1.5 m high. Check legislation.	☐	☐	☐	

Section 9: Maintenance Shops, Mechanical and Service Rooms					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
9.6	Mechanical, electrical, boiler and furnace rooms are kept clear, aren't used for general storage, and have restricted, signed access. Check legislation.	☐	☐	☐	
9.7	Boilers, pressure vessels and air receivers have current inspection certificates where required by your provincial or territorial pressure equipment authority. Check legislation.	☐	☐	☐	
9.8	Hoists, cranes, chain falls, slings and rigging show their rated capacity, have current inspection records (CSA B167 for overhead cranes) and are checked before each use. Check legislation.	☐	☐	☐	
9.9	Vehicle hoists and lifts are inspected, rated and used with their safety locks engaged.	☐	☐	☐	
9.10	Battery charging areas are ventilated, free of ignition sources and signed no smoking, with an eyewash and the right PPE nearby.	☐	☐	☐	
9.11	Confined spaces are identified and signed, and entry is controlled by a written procedure and permit following CSA Z1006. Check legislation.	☐	☐	☐	
9.12	Preventive maintenance schedules are current, and records are available for critical equipment.	☐	☐	☐	
9.13	Defective equipment is tagged out of service and kept out of use until it's repaired.	☐	☐	☐	
9.14	Contractors doing maintenance work are oriented, supervised and following site safety requirements.	☐	☐	☐	
9.15	Hazardous building materials (such as asbestos, lead paint or mould) are identified before maintenance or renovation work disturbs them. Check legislation.	☐	☐	☐	

Section 10: Warehouse, Storage, Shipping and Receiving					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
10.1	Storage racks are anchored and in good condition, with no bent uprights, damaged beams or missing beam locks, and they're used and inspected following CSA A344.1 (User Guide for Steel Storage Racks).	☐	☐	☐	
10.2	Load capacity signs are posted on racking, and racks aren't overloaded.	☐	☐	☐	
10.3	Heavy items are stored on lower levels, and loads are stacked stable, square and within the rack footprint.	☐	☐	☐	
10.4	At least 457 mm of clear space is kept below sprinkler deflectors (NFPA 13), or at least 1 m below the ceiling or roof deck in buildings without sprinklers (National Fire Code). Check legislation.	☐	☐	☐	

Section 10: Warehouse, Storage, Shipping and Receiving					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
10.5	Aisles are clear and marked, and mirrors are installed at blind corners where equipment operates.	☐	☐	☐	
10.6	Loading dock edges are marked, dock plates and levellers are rated and in good condition, and trailers are secured with wheel chocks or vehicle restraints before loading.	☐	☐	☐	
10.7	Dock doors are closed, or a barrier is in place, when no trailer is at the door.	☐	☐	☐	
10.8	Pallets are in good condition, and damaged pallets are removed from use.	☐	☐	☐	
10.9	Carts, dollies, pallet jacks and other material handling aids are available and in good condition.	☐	☐	☐	
10.10	Workers use safe lifting methods and get help or equipment for heavy, bulky or awkward loads.	☐	☐	☐	
10.11	Safety knives and proper tools are used to cut strapping, stretch wrap and boxes.	☐	☐	☐	
10.12	Stored materials don't block lighting, electrical panels, fire equipment, exits or eyewash stations. Check legislation.	☐	☐	☐	

Section 11: Hazardous Products and Chemical Storage (WHMIS)					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
11.1	A current safety data sheet (SDS) is readily available for every hazardous product on site. Check legislation.	☐	☐	☐	
11.2	Supplier labels are on all hazardous product containers, and workplace labels are on containers the product has been transferred into. Check legislation.	☐	☐	☐	
11.3	The hazardous product inventory is current.	☐	☐	☐	
11.4	Workers have WHMIS education and site-specific training for the products they use. Check legislation.	☐	☐	☐	
11.5	Products that can react dangerously with each other are stored apart, as directed in Section 7 (Handling and storage) and Section 10 (Stability and reactivity) of each SDS. For example, acids are kept away from bases, oxidizers away from flammables, and water-reactive products away from water, using separate cabinets, distance or secondary containment. Check legislation.	☐	☐	☐	
11.6	Flammable and combustible liquids are kept in approved containers, flammable storage cabinets hold no more than 500 L each (National Fire Code), and only the amount needed for the shift is kept at the workstation. Check legislation.	☐	☐	☐	
11.7	Spill kits suited to the products on site are available, stocked and easy to find, and workers know how to use them.	☐	☐	☐	

Section 11: Hazardous Products and Chemical Storage (WHMIS)					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
11.8	Secondary containment is used for drums, totes and other bulk containers where required. Check legislation.	☐	☐	☐	
11.9	Ventilation is adequate wherever hazardous products are used, mixed or stored.	☐	☐	☐	
11.10	Hazardous waste is labelled, stored safely and disposed of according to regulations. Check legislation.	☐	☐	☐	
11.11	Hazardous product storage areas are signed, secured and kept free of ignition sources.	☐	☐	☐	
11.12	The PPE listed on the SDS (gloves, eye and face protection, respirators) is available where the product is used.	☐	☐	☐	

Section 12: Electrical Safety					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
12.1	Electrical panels are accessible, with at least 1 m of clear working space in front (Canadian Electrical Code) and nothing stored in that space. Check legislation.	☐	☐	☐	
12.2	Panel doors are closed, circuits are labelled, and there are no open knockouts, missing breakers or exposed wiring. Check legislation.	☐	☐	☐	
12.3	Outlets, switches and cover plates are intact, with no cracks, scorch marks, heat or exposed live parts.	☐	☐	☐	
12.4	Extension cords are used only temporarily, are CSA-approved, in good condition and rated for the load, and aren't run through doors, walls, ceilings or under rugs.	☐	☐	☐	
12.5	Power bars are approved, have overload protection, and aren't plugged into each other or into extension cords.	☐	☐	☐	
12.6	Receptacles outdoors, near water and within 1.5 m of sinks have Class A GFCI protection where the Canadian Electrical Code requires it, and GFCIs are tested. Check legislation.	☐	☐	☐	
12.7	Plugs are intact, and ground pins haven't been removed or bypassed.	☐	☐	☐	
12.8	Portable electrical tools and equipment are inspected before use, and damaged items are tagged out of service.	☐	☐	☐	
12.9	Electrical rooms are locked or restricted, signed and not used for storage.	☐	☐	☐	
12.10	Only qualified persons do electrical work, following CSA Z462 (Workplace Electrical Safety), and lockout is used before work on electrical equipment. Check legislation.	☐	☐	☐	
12.11	Electrical equipment in wet, dusty or hazardous locations is rated for that environment. Check legislation.	☐	☐	☐	

Section 13: Fire Prevention and Protection					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
13.1	Portable fire extinguishers are the right type for the hazards, visible, unobstructed and signed, and mounted with the top no more than 1.5 m above the floor (1.07 m for units over 18 kg) and the bottom at least 100 mm off the floor (NFPA 10). Check legislation.	☐	☐	☐	
13.2	No one has to travel more than 23 m to reach an extinguisher for ordinary combustibles (Class A), and extinguishers are closer where flammable liquids are used. Check legislation.	☐	☐	☐	
13.3	Extinguishers have a current monthly inspection record and annual maintenance tag, and pressure gauges read in the operable range. Check legislation.	☐	☐	☐	
13.4	Sprinkler heads are unobstructed, undamaged and unpainted, and sprinkler control valves are accessible, secured and in the open position. Check legislation.	☐	☐	☐	
13.5	Fire alarm pull stations are accessible, and the fire alarm panel shows normal status with no trouble signals. Check legislation.	☐	☐	☐	
13.6	Smoke and heat detectors are in place and aren't covered or obstructed.	☐	☐	☐	
13.7	Combustible waste and packaging are removed regularly, and oily or solvent-soaked rags are kept in approved self-closing metal containers. Check legislation.	☐	☐	☐	
13.8	Smoking and vaping happen only in designated areas, at least the distance from doors, windows and air intakes set by provincial or municipal law (often 5 m or more). Check legislation.	☐	☐	☐	
13.9	Hot work (welding, cutting, grinding and torch work) outside designated areas is controlled by a permit, with a fire watch during and after the work. Check legislation.	☐	☐	☐	
13.10	Ignition sources are controlled in areas where flammable liquids, gases or combustible dusts are present.	☐	☐	☐	
13.11	The fire safety plan is current and available where required, and workers know their role in it. Check legislation.	☐	☐	☐	
13.12	Inspection and testing records are current for fire protection systems, including sprinklers (NFPA 25), fire alarms (annually under CAN/ULC-S536), kitchen hood suppression and emergency lighting. Check legislation.	☐	☐	☐	
13.13	Fire separations are intact, with no unsealed holes or penetrations in fire-rated walls and ceilings. Check legislation.	☐	☐	☐	

Section 14: Emergency Preparedness					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
14.1	The emergency response plan is current, site-specific and available to workers. Check legislation.	☐	☐	☐	
14.2	Emergency phone numbers and the site address are posted near phones and in common areas.	☐	☐	☐	
14.3	The muster point is identified, signed and known to workers.	☐	☐	☐	
14.4	Fire and evacuation drills are held as often as the fire code and your plan require, and they're documented with lessons learned. Check legislation.	☐	☐	☐	
14.5	Alarms can be seen or heard in all work areas, including noisy areas and washrooms.	☐	☐	☐	
14.6	Emergency response equipment (spill kits, AED, rescue equipment and emergency stops) is in place, checked and ready to use.	☐	☐	☐	
14.7	Emergency roles (such as fire wardens, first aiders and area sweepers) are assigned and known.	☐	☐	☐	
14.8	Plans are in place for people who need help to evacuate.	☐	☐	☐	
14.9	Workers who work alone or remotely have a reliable way to call for help. Check legislation.	☐	☐	☐	
14.10	Severe weather, power outages and other site-specific emergencies are covered in the plan.	☐	☐	☐	
14.11	Emergency contact information for workers is current and available to the people who need it.	☐	☐	☐	

Section 15: First Aid and Emergency Washing Equipment					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
15.1	First aid kits meet CSA Z1220 (referenced in Alberta's OHS Code) or your provincial or federal requirements for your number of workers and hazards, and they're stocked, signed and easy to reach. Check legislation.	☐	☐	☐	
15.2	First aid kit checks are recorded, and used or expired supplies are replaced.	☐	☐	☐	
15.3	The required number of first aiders, trained to the required level, is available on every shift, and their names are posted. Check legislation.	☐	☐	☐	
15.4	A first aid room or treatment area is provided where required. Check legislation.	☐	☐	☐	
15.5	First aid treatment records are completed and kept confidential. Check legislation.	☐	☐	☐	
15.6	Emergency eyewash stations and showers are signed, reachable within 10 seconds (about 17 m) on an unobstructed path, and deliver tepid water (16 to 38 °C) for at least 15 minutes (ANSI/ISEA Z358.1). Check legislation.	☐	☐	☐	

Section 15: First Aid and Emergency Washing Equipment

Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
15.7	Eyewash stations and showers are activated weekly and inspected annually (as recommended by ANSI/ISEA Z358.1), and records are kept.	☐	☐	☐	
15.8	Personal eyewash bottles are in date and used only as a supplement to plumbed or self-contained eyewash stations.	☐	☐	☐	
15.9	An automated external defibrillator (AED), if provided, is checked regularly, and its pads and battery are in date.	☐	☐	☐	
15.10	A plan is in place to transport injured workers to medical care. Check legislation.	☐	☐	☐	
15.11	Sharps containers and bodily fluid cleanup kits are available where needed.	☐	☐	☐	

Section 16: Personal Protective Equipment (PPE)

Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
16.1	Required PPE for each area and task is identified through hazard assessment and posted at area entrances. Check legislation.	☐	☐	☐	
16.2	PPE is in good condition, available in the right sizes and meets CSA standards, including CSA Z94.1 (hard hats), CSA Z94.3 (eye and face), CSA Z195 (footwear), CSA Z94.2 (hearing) and CSA Z96 (high-visibility). Check legislation.	☐	☐	☐	
16.3	Workers wear required PPE correctly, including eye, face, head, foot, hand, hearing and high-visibility protection.	☐	☐	☐	
16.4	Respirator users are fit tested at least every 2 years under CSA Z94.4 (more often where your province requires it) and trained under a written respiratory protection program, and cartridges and filters are changed as scheduled. Check legislation.	☐	☐	☐	
16.5	PPE is checked before use, cleaned, stored properly and replaced when damaged or worn out.	☐	☐	☐	
16.6	Fall protection equipment meets CSA Z259 standards, is inspected before each use and by a competent person at the interval set by the manufacturer and standard (commonly once a year), and is removed from service after a fall or damage. Check legislation.	☐	☐	☐	
16.7	Workers are trained in how to use and care for their PPE and understand its limits. Check legislation.	☐	☐	☐	
16.8	Visitors and contractors are given, or bring, the PPE required for the areas they enter.	☐	☐	☐	
16.9	PPE storage areas are clean and protect equipment from contamination and damage.	☐	☐	☐	

Section 17: Mobile Equipment and Vehicles					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
17.1	Forklifts and other powered mobile equipment have documented pre-use inspections. Check legislation.	☐	☐	☐	
17.2	Lift truck operators are trained and evaluated following CSA B335, and all operators are competent and authorized for the equipment they use. Check legislation.	☐	☐	☐	
17.3	Seat belts, horns, lights, backup alarms, mirrors and brakes work.	☐	☐	☐	
17.4	Rated capacity plates are present and legible, and loads stay within capacity.	☐	☐	☐	
17.5	Propane cylinders on equipment are secured, and refuelling and battery charging follow safe procedures.	☐	☐	☐	
17.6	Parked equipment has forks or attachments lowered, the parking brake set and the key removed.	☐	☐	☐	
17.7	Pedestrians and mobile equipment are separated by marked routes, barriers or traffic rules.	☐	☐	☐	
17.8	Elevating work platforms and scissor lifts meet the CSA B354 standards, are inspected before use and are operated by trained workers using the required fall protection. Check legislation.	☐	☐	☐	
17.9	Company vehicles have current registration and insurance, documented inspections, a first aid kit and an emergency kit that includes winter supplies. Check legislation.	☐	☐	☐	
17.10	Loads in vehicles and trailers are secured. Check legislation.	☐	☐	☐	
17.11	Equipment that's out of service is tagged and kept out of use until it's repaired.	☐	☐	☐	
17.12	Carbon monoxide from fuel-powered equipment used indoors is kept below the exposure limit (commonly 25 ppm over 8 hours) through ventilation, maintenance and monitoring where needed. Check legislation.	☐	☐	☐	

Section 18: Workplace Health Conditions					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
18.1	Ventilation is adequate, and heating, ventilation and air conditioning (HVAC) systems are maintained on schedule.	☐	☐	☐	
18.2	Indoor temperatures are reasonable, and heat and cold stress controls are in place for hot, cold and outdoor work, using humidex for heat and wind chill for cold.	☐	☐	☐	
18.3	Dust, fumes, mists, vapours and gases are kept below occupational exposure limits, and air monitoring is done where required. Check legislation.	☐	☐	☐	

Section 18: Workplace Health Conditions					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
18.4	Noise is measured where people must raise their voice to be heard at about 1 m, and workers exposed above 85 dBA over 8 hours have hearing protection and hearing tests. Check legislation.	☐	☐	☐	
18.5	Lighting levels suit the tasks being done.	☐	☐	☐	
18.6	Vibration from tools and equipment is controlled through tool selection, maintenance and job rotation.	☐	☐	☐	
18.7	Ergonomic hazards (lifting, repetitive motion, awkward postures and prolonged standing or sitting) are assessed and controlled. Check legislation.	☐	☐	☐	
18.8	Biological hazards (mould, bodily fluids, sharps, and animal or bird droppings) are identified and controlled.	☐	☐	☐	
18.9	Pests are controlled, and there are no signs of infestation.	☐	☐	☐	
18.10	Psychosocial hazards such as workload, fatigue, harassment and violence are identified and addressed, and workers know where to get support (see CSA Z1003, Psychological Health and Safety in the Workplace). Check legislation.	☐	☐	☐	

Section 19: Safe Work Practices and Program Elements					
Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
19.1	Hazard assessments are complete for the work in this area and are reviewed when work or conditions change. Check legislation.	☐	☐	☐	
19.2	Field-level hazard assessments are completed before tasks where required.	☐	☐	☐	
19.3	Safe work practices and procedures are available, current and followed.	☐	☐	☐	
19.4	Workers are trained and competent for their tasks, and training records are current. Check legislation.	☐	☐	☐	
19.5	New, young and transferred workers have completed an orientation and receive extra supervision. Check legislation.	☐	☐	☐	
19.6	Working alone procedures are in place, and check-ins are happening as planned. Check legislation.	☐	☐	☐	
19.7	The workplace harassment and violence prevention policy and procedures are in place and known to workers. Check legislation.	☐	☐	☐	
19.8	Workers know how to report hazards, incidents and near misses, and they know their right to refuse dangerous work. Check legislation.	☐	☐	☐	
19.9	A health and safety committee or representative is in place where required for the number of workers, and meets as required. Check legislation.	☐	☐	☐	
19.10	Corrective actions from previous incidents and inspections are complete or on track.	☐	☐	☐	

Section 19: Safe Work Practices and Program Elements

Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
19.11	Safety meetings or toolbox talks are held and documented.	☐	☐	☐	
19.12	Contractors are oriented and follow site safety requirements.	☐	☐	☐	
19.13	Workers observed during the inspection are using safe practices, such as guards, PPE, lifting aids and lockout.	☐	☐	☐	
19.14	Clean-as-you-go housekeeping is practised throughout the shift.	☐	☐	☐	

Section 20: Site-Specific Items

Add items for equipment, processes, hazards or legal requirements unique to your site or industry.

Ref.	Inspection item	Yes	No	N/A	Comments, location and photo ref.
20.1		☐	☐	☐	
20.2		☐	☐	☐	
20.3		☐	☐	☐	
20.4		☐	☐	☐	
20.5		☐	☐	☐	
20.6		☐	☐	☐	

Summary of Findings

Number of items rated	Yes: _____ No: _____ N/A: _____
Number of findings by priority	A (Critical): _____ B (Serious): _____ C (Minor): _____
Immediate actions taken for Priority A hazards	
Good practices observed (recognize what's working well)	

Overall comments and recommendations	
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Recognizing good practices is as important as finding hazards. Share positive findings with the crew along with the items that need attention.

Corrective Action Log

Record every item marked No. Assign a priority, a person responsible and a target date, and verify each action once it's complete. Add rows as needed.

#	Item ref.	Hazard or deficiency found	Priority	Corrective action required	Assigned to	Target date	Date completed	Verified by (initials)
1			☐ A ☐ B ☐ C					
2			☐ A ☐ B ☐ C					
3			☐ A ☐ B ☐ C					
4			☐ A ☐ B ☐ C					
5			☐ A ☐ B ☐ C					
6			☐ A ☐ B ☐ C					
7			☐ A ☐ B ☐ C					
8			☐ A ☐ B ☐ C					
9			☐ A ☐ B ☐ C					
10			☐ A ☐ B ☐ C					
11			☐ A ☐ B ☐ C					
12			☐ A ☐ B ☐ C					
13			☐ A ☐ B ☐ C					

#	Item ref.	Hazard or deficiency found	Priority	Corrective action required	Assigned to	Target date	Date completed	Verified by (initials)
14			☐ A ☐ B ☐ C					

Review and Sign-Off

Role	Name	Signature	Date
Inspector			
Area supervisor			
Manager			
Health and safety committee member or representative			

Distribution and Follow-Up

Copies provided to	☐ Area supervisor ☐ Management ☐ Committee or representative ☐ Posted for workers ☐ Filed with inspection records		
All corrective actions verified complete	☐ Yes ☐ No Date: _____ Verified by: _____		
Next scheduled inspection	Date: _____ Areas: _____		

About this checklist

This is a general template. It doesn't replace the occupational health and safety legislation in your province or territory, manufacturers' instructions, applicable standards or your own hazard assessments. Review it and adapt it to your workplace before use, and keep completed checklists according to your records retention requirements.

Need an inspection checklist built around your own site, equipment and audit requirements?

Calgary Safety Consultants can help. Visit calgarysafetyconsultants.ca or call 1-888-231-0358.