



A workplace safety inspection is a planned walk through a work area to find hazards in **both the conditions and the way work is done**, before they hurt someone. Most of the value comes from what happens before and after the walk-through. Use this checklist with the Calgary Safety Consultants General Workplace Safety Inspection Checklist.

Plan the inspection

- ☐ The workplace is divided into inspection areas, with the equipment, hazardous products and high-risk tasks in each listed.
- ☐ The frequency is set by risk, the pace of change and the law, and **meets or exceeds the legal minimum** where you work.
- ☐ The team is named: the area supervisor, a worker who knows the work and, where you have one, a committee member or representative.
- ☐ The checklist is tailored to the area: items that don't apply are removed, and your own equipment and legal requirements are added.

Prepare before you walk

- ☐ The last inspection report and any **open corrective actions** for the area have been reviewed.
- ☐ Recent incidents, near misses, first aid records and hazard reports have been checked.
- ☐ The area's hazard assessments and JHAs have been reviewed, so the team knows which controls should be in place.
- ☐ The area supervisor knows the team is coming, and everyone has the PPE, camera, flashlight and tape measure they need.

Walk the area

- ☐ The inspection happens **while work is going on**, so work practices can be seen, not just equipment.
- ☐ The team follows a planned route and looks up, out, down, and behind and under equipment, including rooms and corners people rarely visit.
- ☐ Equipment is looked at both at rest and running. Unusual noise, smells, leaks, heat and vibration are noted.
- ☐ Tasks are compared with the controls in the JHA, and workers are asked what slows them down and what worries them.
- ☐ **Anything that could cause serious harm right away is controlled on the spot:** work stopped or the area made safe, and the supervisor told immediately.

SUGGESTED PRIORITY KEY (USE YOUR PROGRAM'S TIMEFRAMES IF YOU HAVE THEM)

A CRITICAL

Act immediately. Stop the work or isolate the hazard.

B SERIOUS

As soon as possible, typically within 7 days.

C MINOR

Within 30 days or at the next scheduled maintenance.



Record every finding

- ☐ Each finding gives the **exact location**, what's wrong, why it matters and what was done on the spot, with a photo reference where possible.
- ☐ Each finding has a priority: A, B or C.
- ☐ Hazards not on the checklist are recorded too, along with good practices worth recognizing.

Assign corrective actions

- ☐ Every finding has a **specific action**, a **person responsible** with the authority to do it, and a **target date** that matches its priority.
- ☐ The action fixes the cause, not just the symptom. Higher-level controls are considered before reminders, signs and retraining.
- ☐ All actions are tracked in one corrective action log, and open items are reviewed at a regular meeting.

Verify, close and communicate

- ☐ Each action is checked in place and working, with no new hazard created, **before** it's closed and signed off.
- ☐ The report goes to the area supervisor, management and the health and safety committee or representative.
- ☐ Workers hear what was found and what's being done, through a posted report or a toolbox talk.

Review the results

- ☐ Repeat findings, overdue actions and areas that are often missed are reviewed at least once or twice a year.
- ☐ Inspection findings are compared with incidents, near misses and first aid records.
- ☐ The checklist, schedule, training and hazard assessments are updated when the results show a gap.

Quality check

- ☐ **On schedule:** every area and shift is inspected as often as planned.
- ☐ **Specific:** findings can be acted on by someone who wasn't on the inspection.
- ☐ **Closed:** every corrective action has an owner and a date, and is verified before it's closed.
- ☐ **Inclusive:** workers and the committee or representative take part and see the results.

Need help with your inspection program? Calgary Safety Consultants helps employers build inspection checklists and schedules, train inspection teams, track corrective actions and prepare for audits. Read the full guide at calgarysafetyconsultants.ca/safety-guides/inspections/workplace-safety-inspection/ or call 1-888-231-0358.