

Safety Facts: Workplace Inspection*

The Occupational Health and Safety Regulations require that workplaces have regular inspections. Employers must ensure regular inspections of all workplaces – including buildings, grounds, tools, equipment, machinery, and work practices to prevent unsafe working conditions from developing.

Why is it important?

Inspections identify hazards. After completing an inspection, we can use controls to either eliminate or minimize the risks for workers. Controlling the hazard reduces the risk of injury or occupational disease. Workplace inspections are a proactive step in your Occupational Health and Safety Program.



Key characteristics

Completing inspections at regular intervals will prevent the development of unsafe working conditions. Depending on your work activities, you might conduct daily, weekly, monthly, or quarterly inspections. For example, you might inspect an office with low-risk hazards monthly or even quarterly. In contrast, a production area with high-risk hazards may need daily or weekly inspections.

You can conduct informal or formal inspections. An informal inspection does not include paperwork and usually involves a walk-through to observe hazards and a verbal report to a supervisor for action. A formal inspection requires an inspection checklist. The safety committee typically does this monthly.

Documentation of inspections is essential. The issues found on the inspection must be assigned to someone to correct with a deadline for completion. Maintain a corrective action log to ensure the completion of all notable inspection defects. Discuss inspections and the corrective action log at your safety committee meetings.

Preventive next steps

Workers are legally responsible for reporting any hazards they see per the Workers Compensation Act. Report hazards to your supervisor either verbally or with a hazard report form.

- Create an inspection checklist tailored to your workplace operations and conditions.
- Train your supervisors and safety committee members on how to use this form.
- Ensure any defects noted on the inspection are corrected in a reasonable timeframe and documented.
- Keep staff aware of any outstanding issues and their progress.

Education is essential for supervisors and safety committee members. They must know how to identify hazards and how to conduct workplace inspections. Training courses on these topics will help them to perform effective workplace inspections.

Discuss the inspection findings with all staff at your Toolbox Talk meetings. Share data that shows the results of the inspection process (number of defects found, number of defects repaired, number of outstanding defects, etc.)



For additional resources visit:

Occupational Health and Safety [Regulations](#)
Manufacturing Safety Alliance of BC training [courses](#)

Workplace Inspection Toolbox Talk

Name of Facilitator: _____ Date: _____

Supervisor Signature: _____ Date: _____

Employee feedback/questions/recommendations

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Workers who attended

Name	Initial	Name	Initial
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Key Talking Points (Facilitator Notes)

