

Sample WORKPLACE INSPECTION RECORDING FORM

RISK LEVEL

- High:** Immediate action must be taken. Control of this hazard is urgent. Appropriate people within the company need to be notified and decisions made.
- Medium:** It is important for the company to take action to control this hazard but this doesn't need to be done immediately.
- Low:** This hazard can be controlled through regular general maintenance.

Risk Evaluation Chart		Probability of Injury		
		High	Medium	Low
Severity of Injury	Major	High	High	Medium
	Moderate	High	Medium	Low
	Minor	Medium	Low	Low

Inspections Location(s):	Shipping	Time of Inspection:	9 AM
Departments/Areas Covered:	Warehouse	Date of Inspection:	May 4, 2012
Copies To: (For Action)	Warehouse Manager; Maintenance	Printed Name and Signature of Inspector(s) – Worker Representative(s)	Brian Ford
Copies To: (For Information)	Health and Safety Coordinator; Director Operations	Printed Name and Signature of Inspector(s) – Management Representatives(s)	Cindy Marshal
Workers interviewed:	Gerald Maroni; Eve Lyons		

WORKPLACE INSPECTION RECORDING FORM

Item and Location	Hazards Observed	Risk Level (see above)	Repeat Item		Recommended Action	For Follow-Up				
			Yes	No		By		Action Taken	Date Completed	Authorized Signature
						Whom	When			
Fire extinguisher blocked, Aisle 4	Fire extinguisher blocked by boxes.	Low		X	1. Remove boxes 2. Remind staff of importance of keeping materials away from the fire extinguisher.	Gerald	May 4, 2012	Yes		
Rolling ladder, Warehouse	Wheel lock broken.	Medium	X		Remove ladder from working area and place tag advising it is broken and not to be used.	Mark	May 4, 2012	No		
Lights burnt out, Aisle 5	Area is dark and visibility is poor.	Low		X	Report to maintenance to change lights.	Naveed	May 10, 2012	Yes	May 8, 2012	

WORKPLACE INSPECTION RECORDING FORM

RISK LEVEL

- High:** Immediate action must be taken. Control of this hazard is urgent. Appropriate people within the company need to be notified and decisions made.
- Medium:** It is important for the company to take action to control this hazard but this doesn't need to be done immediately.
- Low:** This hazard can be controlled through regular general maintenance.

Risk Evaluation Chart		Probability of Injury		
		High	Medium	Low
Severity of Injury	Major	High	High	Medium
	Moderate	High	Medium	Low
	Minor	Medium	Low	Low

Inspections Location(s):		Time of Inspection:	
Departments/Areas Covered:		Date of Inspection:	
Copies To: (For Action)		Printed Name and Signature of Inspector(s) – Worker Representative(s)	
Copies To: (For Information)		Printed Name and Signature of Inspector(s) – Management Representatives(s)	
Workers interviewed:			

WORKPLACE INSPECTION RECORDING FORM

Item and Location	Hazards Observed	Risk Level (see above)	Repeat Item Yes No		Recommended Action	For Follow-Up				
						By		Action Taken	Date Completed	Authorized Signature
						Whom	When			

WORKPLACE INSPECTION RECORDING FORM

© 2013, Workplace Safety & Prevention Services (WSPS)

Workplace Safety & Prevention Services (WSPS) grants permission to approved end users to reproduce this document in whole or in part, provided its intended use is for non-commercial, educational purposes and that full acknowledgement is given to WSPS. Approved end users are firms registered with the Workplace Safety and Insurance Board. WSPS reserves the right to extend this permission to other stakeholders and interested parties by express written permission upon application. WSPS extends no warranty to materials amended or altered by the end user. Under no circumstances is this document, or any portion thereof, to be duplicated for purposes of sale or for external reproduction or distribution.

The information contained in this reference material is distributed as a guide only. It is generally current to the best of our knowledge as of the revision date, having been compiled from sources believed to be reliable and to represent the best current opinion on the subject. No warranty, guarantee, or representation is made by WSPS as to the absolute correctness or sufficiency of any representation contained in this reference material. WSPS assumes no responsibility in connection therewith; nor can it be assumed that all acceptable safety measures are contained in this reference material, or that other or additional measures may not be required in particular or exceptional conditions or circumstances.