

WORKPLACE INSPECTION LOG

Workplace Health and Safety | British Columbia

Section 1 — Inspection Information

Field	Information
Company / Business Name	
Worksite / Project Name	
Worksite Address	
Date of Inspection	
Time of Inspection	
Inspection Conducted By	
Position / Title	
Others Present During Inspection	

Type of Inspection

- Routine / Scheduled Pre-job / Start of Day Post-incident
 New Equipment or Task Return to Work Other

Section 2 — Areas and Equipment Inspected

Check each area or item inspected. Note the condition and any observations.

Area / Item	Inspected (✓)	Condition (S / U / N/A)	Observations
Work areas and walkways			
Tools — hand tools and power tools			
Ladders and scaffolding			
Electrical systems and cords			
Personal protective equipment in use			
Hazardous materials storage and labelling			

WORKPLACE INSPECTION LOG

Workplace Health and Safety | British Columbia

First aid kit and emergency equipment			
Fire extinguishers and exits			
Housekeeping and site organization			
Vehicles and mobile equipment			
Other:			
Other:			

Condition codes: S = Satisfactory | U = Unsatisfactory — requires action | N/A = Not applicable to this inspection

Section 3 — Hazards Identified and Corrective Actions

Record each hazard identified during the inspection. Assign a risk level, describe the corrective action required, identify who is responsible, and record the target completion date.

Hazard Description and Location	Risk Level (H/M/L)	Corrective Action Required	Responsible Party	Target Date	Completed (✓ / Date)

WORKPLACE INSPECTION LOG

Workplace Health and Safety | British Columbia

Risk Level: H = High — stop work or correct immediately | M = Medium — correct within 24 hours | L = Low — correct within one week

Section 4 — Immediate Actions Taken

Describe any hazards that were corrected immediately during the inspection.

Section 5 — General Notes and Observations

Section 6 — Review and Sign-Off

The inspector and supervisor sign below to confirm that the inspection was completed and that identified hazards are being addressed.

Inspector Name (print)

Supervisor Name (print)

Signature

Signature

Date

Date

WORKPLACE INSPECTION LOG

Workplace Health and Safety | British Columbia

Record Retention: Completed inspection logs should be kept on file as part of the company's health and safety program documentation. Retain for a minimum of three years.