

# Monthly Workplace Inspection Checklist



Conducting monthly or other regularly scheduled safety inspections of your workplace is a critical component of an OHS program. The name of the game: Find and eliminate safety hazards before they cause incidents and injuries—and before government OHS inspectors find them for you. But inspections aren't something you can do by the seat of your pants. They take planning and preparation. That's why you should create an inspection plan and set of advance instructions for inspectors. A key part of the inspection plan is a checklist of the items the inspection should cover. Such a checklist makes it easier for inspectors to perform the inspection and report the results to you. Here's a template checklist that you can adapt based on the physical properties, machinery, equipment, operations and work processes of your own workplace.