# Work site inspection (template)

Consider using a form like this to record your work site inspection findings, as well as any actions taken during the inspection, and who issues were referred to for employer follow-up. **If you choose to use this template, make sure you customize it to your work and work site.**

|  |  |
| --- | --- |
| Employer: | Date: |
| Location: |
| Inspection carried out by:  |
| Area/equipment/activity being inspected: |  **Observations:** | **Hazards identified:** *(if applicable)* | **Action taken:** *(if applicable)* | **Referred to:** *(if applicable)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| This inspection report was provided to the health and safety committee or representative on: *(date)* |

This form is for example purposes only. Completing this form alone will not necessarily put you in compliance with the legislation. It is important and necessary that you customize this document to meet the unique circumstances of your work site. Further, it is essential that this document is not only completed, but is used, communicated and implemented in accordance with the legislation. Neither the Crown, nor its agents, employees, or contractors, will be liable to you for any damages, direct or indirect, arising out of your use of this form.