

Guide to completing a Pallet Rack Inspection Checklist

WorkSafeBC has developed an optional [basic checklist](#) to be used by a qualified person to inspect pallet racks at small operations, and by employers to document plans to address any problems identified by the inspection. This checklist can be accompanied by a floor plan or other means of identifying the locations of damage or other deficiencies to be addressed.

If you find that this basic checklist is too simplistic for your needs, you may opt to use another inspection template that better suits your operation.

Note that this checklist is not meant for the purpose of an expert inspection — commonly conducted by manufacturers, suppliers, or professional engineers — or for a complex storage rack type systems.

Refer to [section 4.43.1](#) of the Occupational Health and Safety Regulation and the corresponding [guideline](#) for more information about inspection requirements, the competencies of a qualified person, and frequency of inspections.

To ensure you are compliant with the regulatory requirements relating to rack inspections, you as the employer must complete the following:

- Determine if the person assigned to inspect the pallet racks is a qualified person (refer to OHS Guideline [G4.43.1](#) for more details about the competencies of the qualified person).
- If the qualified person is one of your workers, develop and implement a safe inspection procedure for the qualified person to follow. Ensure all necessary inspection equipment and personal protective (PPE) is provided.
- Ensure the frequency of inspections is sufficient to prevent the development of unsafe working conditions (refer to OHS Guideline [G4.43.1](#) for more details on the frequency of storage rack inspections).

- Ensure that the safe inspection procedure outlines the categories to be used by the qualified person when documenting observations. *CSA Standard A344-17* provides guidance for categorizing observations, such as:
 - Immediate danger — immediately take rack out of service and seek guidance
 - Remediation required — corrective action is required, can remain in service
 - Minor deficiencies — might require repair, protection, modified operating practice, or monitoring to ensure condition does not worsen
 - Bad operating practice — train workers to make observations such as misplaced pallets, broken pallets, and safe unloading practices
- Ensure any deficiencies noted in the inspections are remedied accordingly.
- Discuss the results of the inspection with your joint health and safety committee or worker health and safety representative.

The qualified person conducts the rack inspection by following these steps:

1. Review and follow the safe inspection procedure.
2. Review past inspection reports for corrective actions.
3. Identify hazards in the inspectional area so it can be addressed prior to the inspection.
4. Select and use the necessary tools and PPE to conduct the inspection in a safe manner.
5. Perform a systematic walk-around of the rack area.
6. Use the checklist to document and categorize the inspection results.
7. Discuss the findings with the employer to determine any corrective action.