

Procedure

Workplace Inspections



1. Purpose

The purpose of this procedure is to outline the process for undertaking workplace inspections ensuring a systematic approach to the identification and regular monitoring of workplace hazards, to minimise the risk of injury and illness at the workplace.

2. Scope

This procedure applies to DPTI workplaces including worksites of contractors undertaking work for, or on behalf of the department.

3. Definitions

| TERM | DEFINITIONS |
|---|--|
| Hazard | A situation or thing that has the potential to harm a person. |
| Health and Safety Representative | A person elected as the Health and Safety Representative for the work group of which the worker is a member, to represent them on health and safety issues. |
| Manager/Supervisor | Any person who has the responsibility, management or control of a DPTI workplace or work group. Manager/Supervisor includes, but are not limited to: <ul style="list-style-type: none">• Team Leaders;• Unit Managers; and• Coordinators. |
| Risk | The possibility that harm (death, injury or illness) might occur when exposed to a hazard. |
| Workplace | Any place where a worker works and includes any place where such a person goes, or is likely to be, while at work. |
| Worker | Any person who carries out work in any capacity for the department and may include: <ul style="list-style-type: none">• employee;• trainee;• volunteer;• outworker;• apprentice;• work experience student;• contractor or sub-contractor;• employees of a contractor or sub-contractor; or• employee of a labour hire company. |
| Workplace Inspection | A planned event where the workplace is inspected to identify potential hazards. It is a mechanism for proactively identifying hazards and implementing solutions before they have the ability to cause injury. |

4. Procedure detail

Workplace inspections are a regular and systematic way of identifying hazards, assessing their risks and implementing corrective/preventative control measures. Workplace inspections assist in identifying and resolving safety issues before any incidents occur. Regular inspections of the workplace also allow discussion of health and safety issues with workers.

4.1 Workplace inspection frequency

A risk assessment can be conducted to determine the frequency of inspections required by considering the consequence of a person being exposed to a hazard and the likelihood of it happening. The period between inspections must not exceed 12 months.

Suggested frequencies based on the level of risk associated with the work environment are listed below.

| | |
|-------------|-----------|
| High Risk | 3 Months |
| Medium Risk | 6 Months |
| Low Risk | 12 Months |

A schedule of workplace inspections must be documented in the business units [Workplace Inspection Register](#).

4.2. Inspection team

Managers/supervisors must convene an inspection team to undertake the inspection. The inspection team may comprise of:

- Worker/s that have knowledge and experience of the workplace being inspected and of the hazards that may be present.
- A relevant manager or supervisor.
- Any other relevant parties.

Where workers are represented by a Health and Safety Representative (HSR) the manager/supervisor must ensure the HSR is consulted and invited to participate.

The Safety Section are available to provide guidance and assist with the workplace inspection process.

4.3 Workplace inspection checklists

Workplace inspection checklists are a tool that must be used to identify and monitor hazards in the workplace. Checklists prompt the identification of hazards and standardise the inspection process.

Checklists are not intended to be a definitive list. Managers/supervisors may modify or adapt checklists as needed to represent the structure of the workplace.

Completed workplace inspection must be recorded in the business units [Workplace Inspection Register](#) with the completed checklist attached.

As part of a working at home arrangement workers must conduct a self-assessment of their home based location on a regular basis. A workplace inspection checklist can be found on the [working at home agreement](#).

4.4 Conducting a workplace inspection

While undertaking a workplace inspection the inspection team must:

- Consult with workers in the area during the inspection.
- Comply with all site health and safety procedures and practices.
- Ensure the inspection is conducted during normal work hours, under typical operating conditions.
- Review previous inspection findings to ensure the corrective actions have been implemented to control the hazards that were identified.

- Obtain the most recent version of the checklist from the WHS Intranet portal for the workplace to be inspected.
- Tick off specific hazards on the checklist as they are inspected and detail any corrective actions required.
- If an imminent risk is identified cease the inspection immediately and report it to the relevant manager/supervisor. Address and control the risk, if it is reasonably practicable to do so.

4.5 Corrective actions, reporting, monitoring and reviewing

Hazards identified during workplace inspections must be addressed in accordance with the [WHS Risk Management Procedure](#).

Identified hazards that cannot be remedied immediately must be entered into [HIRM](#). The Safety Section can assist with the rectification of corrective actions and the close out of HIRM reports.

If controls cannot be immediately implemented, corrective actions should be placed in the Corrective Action section of the business unit [Workplace Inspection Register](#) to track what controls need to be implemented, when and by whom.

When property related issues are identified, [Property Services](#) must be notified directly via email as soon as practicable after the inspection has concluded.

Corrective actions identified through workplace inspections must be actioned in accordance with the [Corrective and Safety Actions Procedure](#).

Records of workplace inspections must be made accessible to the relevant workgroup.

5. Record management

Any records and documentation pertaining to this procedure must be maintained in accordance with legislative and DPTI record keeping processes. Refer to the [DP009 Recordkeeping Policy](#) for information regarding records management.

6. Roles and responsibilities

| ROLE | RESPONSIBILITIES |
|----------------------------|---|
| Managers/Supervisor | Must ensure <ul style="list-style-type: none"> • workplace inspections occur as scheduled, documented and identified hazards are recorded; • workplace inspections include the HSR (where elected) and/or a worker; • any unresolved hazards are recorded in the departments online Hazard and Incident Reporting Module (HIRM); and • Workplace inspection outcomes and controls are consulted and communicated with relevant workers. |
| Workers | Must <ul style="list-style-type: none"> • actively participating in workplace inspections; and • assist as required with the progression of any corrective actions identified. |
| Safety Section | May <ul style="list-style-type: none"> • provide guidance to workgroups on the workplace inspection process; and • assist with the rectification of corrective actions and the close out of HIRM reports. |

7. Supporting documentation

- [Process Flow – Workplace Inspections](#)
- [Workplace Inspection Register Template](#)
- [Workplace Inspection Checklist – Office](#)

- [Workplace Inspection Checklist – Depot/Workshop](#)
- [Workplace Inspection Checklist – Building Exterior and Grounds](#)
- [Workplace Inspection Checklist – Plant/Equipment](#)
- [Workplace Inspection Checklist – Contractor Worksite](#)
- [Workplace Inspection Checklist – Service SA](#)
- [Workplace Inspection Checklist – Vessel/Trailer](#)
- [Workplace Inspection Checklist – Vehicle](#)

8. References

- *Work Health and Safety Act 2012*
- *Work Health and Safety Regulations 2012*

9. Document Amendment Record

| Date | Version | Revision Description |
|---------------------------------|---------|----------------------|
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