



## Workplace Inspection

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### Purpose

This procedure outlines the requirements for the conduct of regular workplace inspections in University workplaces. Regular workplace inspections are performed to ensure a safe working environment is maintained. These inspections aim to identify any systematically occurring hazards in the workplace and to minimise risks to health, safety or the environment.

### Definitions

**Hazard** – is a situation that has the potential to harm a person, the environment or damage property.

**Workplace inspection** – is a regularly scheduled inspection of workplaces using a checklist to assist with the monitoring and identification of hazards.

### Roles and Responsibilities

Line Managers are responsible for:

- implementation of this procedure in their area of responsibility and accountability
- preparing a schedule of regular workplace inspections as per the suggested frequency
- ensuring workplace inspections are carried out as scheduled
- participating in the conduct of workplace inspections
- signing off all recommendations for corrective actions
- authorisation of all actions transferred to the workplace OHSW&IM action plan
- action planning identified non conformances or proposed improvements.
- the implementation of appropriate risk control measures identified during workplace inspections
- consulting with staff in relation to outcomes of workplace inspections and the rectification of non-conformances

Staff are responsible for:

- not placing themselves or others at risk of injury
- participating in workplace inspections
- using control measures as required and any other action taken, which is designed to protect health, safety and the environment.

### Procedure

#### 1. Function of Inspection

- Identify hazards in the work environment
- Improve health and safety practices and procedures;
- Measure OHS legislative compliance;
- Maintain employee involvement and participation in Health and Safety activities.

#### 2. Frequency

All workplaces are required to carry out workplace inspections with regard to the level of risk of work practices in specific areas.



High-risk work-areas such as workshops, laboratories or any other work area where potentially hazardous tasks are undertaken shall be inspected on at least a quarterly basis.

All other areas in the workplace shall be inspected on at least a six-monthly basis.

### 3. Checklists

Forms [OHSW16](#) - Workplace Inspection - General Environment and/or [OHSW17](#) - Workplace Inspection - Laboratory Environment and Chemical Handling Areas may be used as a guide. Workplaces should modify the Workplace Inspection checklists to ensure appropriateness and relevance to the local environment, but the requirement for action and signoff on completion must be recorded.

### 4. Corrective Action

#### ***Opportunity for improvement***

Any opportunity for improvement not actioned should be transferred to the Workplace OHSW&IM Action Plan.

#### ***Non-Conformances***

Non conformances within the control of the Line Manager should be rectified as soon as possible. Where they cannot be rectified immediately short-term measures to eliminate or minimise risk must be put in place.

Where issues are not within the authority of the Line Manager, an online customer service request should be submitted to the Facilities Management Unit and the issue placed on the Workplace OHSW&IM Action Plan.

Where issues cannot be appropriately rectified the matter should be referred to the relevant Pro Vice Chancellor and OHSW&IM Services as soon as possible.

### Review

The information obtained from regular inspections shall be reviewed and monitored by the Line Manager and local workgroups in an attempt to identify the following

- trends
- the need for training
- reoccurring issues
- establish priorities for corrective action
- Assist in establishing or improving safe work practices
- Identify the need for further risk assessment

### Documents/Forms

[OHSW 16 - Workplace Inspection General Environment](#)

[OHSW 17 - Workplace Inspection Laboratory Environment](#)

### References

[University OHSW&IM Policy](#)

[University OHSW Strategic Plan 2009 - 2011 \(PDF 158kb\)](#)

[University Injury Management Strategic Plan 2009 - 2011 \(PDF 85kb\)](#)

[OHSW & Injury Management System \(PDF 128kb\)](#)

[University Procedure – Signage for OHSW](#)

[Occupational Health Safety and Welfare Act 1986](#)

[Occupational Health, Safety & Welfare Regulations, 2010](#)

[Dangerous Substances Act 1979](#)

[Environment Protection Act 1993](#)

[SA Approved Code of Practice for First Aid in the Workplace](#)