



Summary

Objective

To ensure all work areas are kept free from hazards or potential hazards that may lead to incident, illness, near miss, property damage or adverse environmental impact.

Owner Susan Butler

Expert Susan Butler

Procedure

1.0 Determine Workplace Inspection Frequency

Head of Department

NOTE Standard Frequency

Unless determined a variation in frequency via a risk assessment, the period between workplace inspections should not exceed:

- 6 months - offices
- 2 months - laboratories
- 2 months - workshops

NOTE Assessed Frequency

The standard frequency can be varied via a risk assessment that has been signed off by the Head of Department.

2.0 Determine Workplace Inspection team

Head of Department

a Workplace Inspection team

NOTE Workplace inspection team

The team should be made up of the minimum:

- management representative/manager/supervisor
- elected employee health and safety representative (HSR) or other employee representative
- personnel involved in performing task or working in the area being inspected.

3.0 Undertake Workplace Inspection

Supervisor, Manager

a Complete workplace inspection

NOTE Workplace inspection requirements

The team must conduct and document workplace inspections at regular scheduled times using a workplace inspection checklist.

The team should have a copy of the previous workplace inspection checklist to ensure that previously identified items have been closed out or are not re-emerging as potential hazards.

The team must ensure that personnel performing tasks or who work in the area being inspected are involved in the inspection process. The level of involvement may vary in different work areas.

The team should ensure that a record of all personnel involved in the inspection process is maintained.

NOTE Workplace inspection checklist

Suggested workplace inspection checklists include:

- Office/General area
- Workshop
- Laboratory.

4.0 Complete Corrective Actions

Supervisor, Manager

a Determine corrective actions

NOTE Record the Corrective Action

Record the corrective action on the workplace inspection checklist

b Undertake the corrective action

NOTE Corrective action

All corrective actions should be completed and closed out.

The corrective action can be undertaken in a number of different ways and will be determined by:

- person(s) competent to undertake the corrective action
- the resources required to complete the corrective action



Workplace Inspection Corrective Action Scenarios.docx

NOTE Escalation of a corrective action

Where a corrective action is escalated, the manager/supervisor must:

- ensure that a suitable person responsible for the corrective action is identified
- contact the person to advise them of the recommended corrective action.

Where the person responsible for the corrective action is not the manager/supervisor, the responsible person must determine the nature and the time frame of the corrective action.

5.0 Record the Workplace Inspection

Supervisor, Manager

a Maintain records of workplace inspections

NOTE Record Keeping

Workplace inspection record keeping should include:

- location and frequency of workplace inspections
- an auditable system that demonstrates corrective actions have been closed out.

Triggers & Inputs

TRIGGERS

None Noted

INPUTS

None Noted

Outputs & Targets

OUTPUTS

None Noted

PERFORMANCE TARGETS

None Noted

RACI

RESPONSIBLE

Roles that perform process activities

Head of Department, Manager, Supervisor

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner Susan Butler

Process Expert Susan Butler

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

None Noted

STAKEHOLDERS FROM LINKED PROCESSES

None Noted

INFORMED

Those notified of changes

All of the above. These parties are informed via dashboard notifications.

Systems

None Noted

Process Approval

Published on 06-12-2014 (GMT) by Susan Butler