**Workplace Inspection - Health and Safety Requirements**

Triggers & Inputs

1.0 Determine Workplace Inspection Frequency

2.0 Determine Workplace Inspection team

3.0 Undertake Workplace Inspection

4.0 Complete Corrective Actions

5.0 Record the Workplace Inspection

Outputs

**Process Chart:**

1.0 Determine Workplace Inspection Frequency
2.0 Determine Workplace Inspection team
3.0 Undertake Workplace Inspection
4.0 Complete Corrective Actions
5.0 Record the Workplace Inspection
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.

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
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