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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safety Workplace monitoring and inspection requirements |

# 1 PURPOSE

To determine the University of Melbourne's requirements for monitoring the workplace 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.

# 2 SCOPE

This requirement applies to all workplaces under the management or control of the University of Melbourne.

# 3 DEFINITIONS

**ERMS**

Enterprise Risk Management System

**Hazard**

With regards to health and safety, a situation unrelated to a person with potential for harm; human injury/ill health, property damage, environment (includes dangerous occurrences and system failures)

**Risk**

With regards to health and safety, the likelihood and consequence of human injury/ill health, property damage, environment (includes dangerous occurrences and system failures)

**Team**

Workplace inspection team

**Workplace inspection**

An appraisal of the workplace intended to ensure a safe and healthy working environment by identifying hazards and reviewing established risk controls, such as:

* physical environment.
* workplace systems.
* legal requirements; and
* safety behaviours.

# 4 Requirements

## 4.1 Monitoring

The Head of School/Division must provide resourcing to ensure that workplace monitoring is undertaken in an appropriate and timely manner.

Workplace monitoring can be ad-hoc, continuing and/or scheduled. Examples include:

* hazard identification and reporting
* planned preventative maintenance activities.
* cyclic events
* planned workplace inspections.
* workplace review or inspection following an incident.
* environmental monitoring
* risk assessment reviews (including planned, following an incident; changes in legislation and new state of knowledge)
* procedural reviews
* corrective action review following an incident.

For calibration of workplace monitoring equipment refer to:

[Safety bulletin on calibration requirements for monitoring equipment](https://safety.unimelb.edu.au/__data/assets/pdf_file/0008/4587011/Safety-bulletin-calibration-requirements-for-monitoring-equipment.pdf)

## 4.2 Workplace inspection team

The Head of School/Division must provide resourcing to establish workplace inspection teams.

The workplace inspection team should consist of, where reasonably practicable:

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

## 4.2 Frequency

Unless the head of department determines a variation in frequency via a risk assessment, the period between workplace inspections should not exceed six months.

The supervisor must coordinate the timing of workplace inspections considering:

* level of risk and controls within an area; and
* nature of the area.

The workplace inspection program can be maintained and monitored in ERMS. Where ERMS is not used the workplace inspection program can be scheduled on a [Health & Safety: Cyclic events checklist review schedule](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4587008/cyclic-events-checklist.docx) (or equivalent, such as a calendar or spreadsheet).

## 4.3 Workplace inspection checklist

The Director, Health & Safety shall develop and maintain a workplace inspection checklist in the University’s Enterprise Risk Management System (ERMS).

Where required a hard copy workplace inspection checklist is also available.

[Health & Safety: Workplace inspection checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0004/4587007/workplace-inspection-checklist.docx)

## 4.4 Completing workplace inspections

The team must conduct and document workplace inspections at regular scheduled times using ERMS, a workplace inspection checklist (or equivalent).

During a workplace inspection, the outcomes of the preceding workplace inspection should be available 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.

## 4.5 Corrective action

If the team identifies a hazard or potential hazard, then a record of the hazard or potential hazard must be made in ERMS or on the workplace inspection checklist (or equivalent).

Effective corrective actions should consider the hierarchy of control. The [Health & Safety: Risk assessment methodology](https://safety.unimelb.edu.au/__data/assets/pdf_file/0006/4708158/health-and-safety-risk-assessment-methodology.pdf) provides further guidance on the suitability of corrective actions (risk controls) taking into consideration the hierarchy of control.

The team must determine recommended corrective actions for the potential hazards or risks based upon the guidelines in the following table.

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| Corrective Action Scenario | appropriate timing | Examples |
| The team (or member of) rectifies the hazard at the time of inspection | The team is able, capable, and competent to fix the hazard | * Tripping hazards such as an extension lead across a thorough fare * Empty cardboard boxes blocking an emergency exit |
| The team (or member of) rectifies the hazard at the completion of the inspection | The team is able, capable and competent to fix the hazard, but it would cause delays in the inspection process | * Furniture has blocked access to an extinguisher, and it will require some time to rearrange the layout of the area * Missing SDS for a chemical |
| Requires corrective action within a specified timeframe (e.g. 1 week)   * Determine the appropriate responsible person * Initiate temporary measures to manage the hazard | The hazard presents a risk that can be temporarily managed with administrative controls | * Broken or faulty equipment that can be effectively tagged out or removed from general use |
| Activities/access in the area needs to be halted immediately.   * Determine the appropriate responsible person * Initiate immediate measures to control the hazard | A hazard that presents an immediate danger to personnel that could result in serious injury or death | * Exposed electrical wires. * Chemical spill emitting toxic fumes |
| Requires corrective action that is outside the scope of the workplace inspection   * Determine the appropriate responsible person * Initiate temporary measures to manage the hazard | A long-standing hazard that has been difficult to control/manage. It may involve corrective actions and plans that are:   * complex; * time consuming; or * costly | * A chemical laboratory that does not have an emergency shower or eyewash within the requirements of the Australian Standards * Long standing noncompliance by staff in wearing mandatory PPE * Manual handling * Ergonomic hazards |

## 4.6 Person responsible for the corrective action

The supervisor is responsible for the implementation of the corrective action or the escalation of the corrective action.

Where a corrective action is escalated, the supervisor must:

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

Where the person responsible for the corrective action is not the supervisor, the responsible person must determine the nature and the timeframe of the corrective action.

## 4.7 Workplace inspection record keeping

The Head of School/Division must ensure workplace inspection records are retained and corrective actions are closed out. This will include:

* ensuring that corrective actions are followed through and closed out; and
* maintaining an auditable system that demonstrates corrective actions have been closed out.

This may be achieved through:

* recording on the inspection checklist in ERMS, on the hard copy workplace inspection checklist or an equivalent method of recording; and/or
* Health and safety committee meeting minutes.

# 5 REFERENCES

*Occupational Health and Safety Act 2004* (Vic)

# 6 RESPONSIBILITIES

Head of School/Division

Head of Department

Director, Health & Safety

Supervisor

# 7 Associated DOCUMENTation

## 7.1 Forms

[Health & Safety: Workplace inspection checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0004/4587007/workplace-inspection-checklist.docx)

[Health & Safety: Cyclic events checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4587008/cyclic-events-checklist.docx) review schedule

[Health & Safety: Monitoring equipment register](https://safety.unimelb.edu.au/__data/assets/excel_doc/0007/4587010/health-and-safety-monitoring-equipment-register.xls)

## 7.2 Guidance

[Health & Safety: Risk assessment methodology](https://safety.unimelb.edu.au/__data/assets/pdf_file/0006/4708158/health-and-safety-risk-assessment-methodology.pdf)

[Health & Safety: Developing and maintaining a cyclic events checklist](https://safety.unimelb.edu.au/__data/assets/word_doc/0006/4587009/developing-and-maintaining-a-cyclic-events-checklist.docx)

[Safety Bulletin 18-02: Calibration requirements for monitoring equipment](https://safety.unimelb.edu.au/__data/assets/pdf_file/0008/4587011/Safety-bulletin-calibration-requirements-for-monitoring-equipment.pdf)