1. **Purpose**
These procedures outline the requirements for the conduct of regular inspections in University workplaces to identify hazards as required by the South Australian *Occupational Health, Safety and Welfare Regulations 1995 Section 1.3.2 Hazard Identification and Risk Assessment.*

Regular workplace inspections are a way of identifying hazards in the workplace. Inspections also provide a system to monitor whether hazards have been fixed, and whether hazard controls are working.

2. **Scope**
These procedures apply to all workplaces owned, managed or controlled by Flinders University.

3. **Definitions**
For the purpose of these procedures the following definitions apply:
### Hazard

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace inspection</td>
<td>A regularly scheduled inspection of workplaces using a checklist to assist with the identification and monitoring of hazards.</td>
</tr>
</tbody>
</table>

### 4. Responsibilities

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| Cost Centre Heads | Responsible for ensuring that  
- systems and procedures for workplace inspections and corrective actions are implemented, monitored and reviewed, in their Cost Centre; and  
- there are adequate resources for effective workplace inspections and corrective actions in their Cost Centre |

| Managers/Supervisors of areas | Responsible for  
- implementation of these procedures in their area of responsibility;  
- preparing a schedule of regular workplace inspections and ensuring that the inspections are carried out according to the schedule;  
- tailoring the Workplace inspection Checklist(s) for their area, as appropriate;  
- ensuring that a School/Division/Area Hazard Register including risk levels and control measures/corrective actions, is developed, implemented, maintained and monitored;  
- implementation of hazard control measures identified during the workplace inspections; and  
- ensuring that staff undertaking workplace inspections are trained. |

*Note that Cost Centres may choose to undertake these responsibilities at the Cost Centre level (eg Faculty-wide) in which case the Cost Centre Head has these responsibilities.*

| Supervisors |  
- ensuring that hazards in their work, study and/or research areas of responsibility are identified, risk assessed and controlled  
- assisting with workplace inspections when required |

| Staff and Students |  
- participate in workplace inspections, as required  
- use control measures as required for any hazards in their area |

### 5. Function of Inspections

Workplace inspections are designed to  
- Identify hazards in the workplace and implement actions to eliminate or control hazards;  
- Monitor whether hazards have been fixed and whether control measures are working;  
- Measure OHS legislative compliance;  
- Improve health & safety practices; and  
- Maintain staff involvement in health and safety.

### 6. Frequency

6.1 The frequency of workplace inspections will depend on the level of risk of the work area:  
- High risk areas – at least twice a year
• Low risk areas – at least annually

For this procedure
• High risk areas may include laboratories, workshops, sheds, storage locations, maintenance yards, animal facilities, performance venues and mechanical plant rooms.
• Low risk areas may include tutorial and other teaching spaces (other than laboratories), office spaces, corridors, common rooms, library areas and general administration areas.

6.2 Inspections must also be carried out if:
• plant, equipment or layout of any work area is altered; or
• new plant or work processes are introduced in a work area

7. Inspection teams
Ideally workplace inspections should be carried by teams of at least two staff one of whom should have the experience, technical skills or qualifications appropriate to the area being inspected.

8. Consultation
Staff carrying out workplace inspections must seek input from those who undertake the tasks or work in the areas being inspected. Their comments or concerns should be included on the inspection checklists.

9. Checklists
Staff undertaking workplace inspections should use checklists as a guide to assist them in identifying hazards. The checklists available for use in the University are listed in clause 13.

Areas should modify the checklists if required so that they are relevant to the local area.

10. Inspection process
10.1 The inspection process involves three main steps:
• Identifying the hazards;
• Assessing the risks; and
• Controlling the risks (using the hierarchy of controls)

10.2 Prior to inspection the team should review the previous inspection report and Hazard Register to see whether any outstanding actions have been completed.

10.3 Inspections should be done in a systematic way so that all areas are inspected. A floor plan can be a useful way of doing this.

10.4 Where a hazard is identified the inspection team should arrange for immediate rectification of the issue if possible. Any action taken should be noted on the Hazard Register.

If immediate rectification is not possible the hazard should be risk assessed (see Hazard Management Policy and Guidelines for further
information) and actions, including timeframes and person(s) responsible for action, recorded on the Hazard Register.

Where immediate rectification is not possible, short term measures to eliminate or minimize the risk must be put in place.

10.5 The completed checklists and Hazard Register should be kept in the area that has been inspected and a copy of the Hazard Register sent to the Cost Centre OHS Committee.

If not all corrective actions have been completed the inspection team must follow up on actions regularly and send a further Hazard Register to their Cost Centre OHS Committee when all jobs are completed.

10.6 The inspection team must refer any health and safety issues identified which are beyond their authority, experience and/or resources to the relevant School/Division Head for resolution.

11. Review of Inspection Findings
11.1 The inspection team must follow-up to see whether corrective action has commenced or is completed.

11.2 Cost Centre OHS Committees and Managers must monitor issues identified in the Hazard Register and where possible, assist in the resolution of these issues.

11.3 School/Division Heads (and as appropriate Cost Centre Heads) and Cost Centre OHS Committees must review the information obtained from regular workplace inspections to:
- identify trends;
- determine the need for training in certain areas;
- make available resources to implement corrective actions;
- identify any recurring issues;
- establish priorities for corrective action;
- assist in establishing or improving safe work practices; and
- identify areas, plant, equipment etc that may require further in-depth hazard analysis.

12. Legal & Policy Framework
South Australian legislation:
- Occupational Health, Safety & Welfare Act 1986
- Occupational Health, Safety & Welfare Regulations 1995
- Controlled Substances Act 1984
- Controlled Substances (General) Regulations 2000
- Controlled Substances (Poisons) Regulations 1996

Where University staff are working in University premises in other States, the following legislation applies:

- Victorian Occupational Health and Safety Act 2004
- Northern Territory Workplace Health & Safety Act 2007

Flinders University Occupational Health, Safety and Welfare Policy
13. **Forms/Checklists**

<table>
<thead>
<tr>
<th>Checklist type</th>
<th>For use in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard identification Checklist</td>
<td>Offices, corridors, stairwells, tea rooms</td>
</tr>
<tr>
<td>Chemical Safety Checklist</td>
<td>Offices, tea rooms, kitchens</td>
</tr>
<tr>
<td>Workshop Checklist</td>
<td>Areas where machinery and tools are used for maintenance and/or manufacturing new equipment</td>
</tr>
<tr>
<td>General Laboratory Checklist</td>
<td>Laboratories</td>
</tr>
<tr>
<td>Drama Studio checklist</td>
<td>Drama studio(s) and adjoining areas</td>
</tr>
<tr>
<td>Lecture Theatre &amp; Tutorial/Seminar Room Checklist</td>
<td>Lecture theatres, teaching rooms and foyers</td>
</tr>
<tr>
<td>Grounds Safety Checklist</td>
<td></td>
</tr>
<tr>
<td>Hazardous and Dangerous Substances</td>
<td>Hazardous, dangerous and/or controlled substances in laboratories or workshops. Not for the lower risk, domestic type chemicals</td>
</tr>
</tbody>
</table>

**Hazard Register**

14. **Review**

These procedures will be reviewed regularly in the light of legislative and organizational changes, and in any case, every four years.