

Workplace Safety Inspection Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures describe the requirements for workplace safety inspections.

3. Scope

These procedures apply to all workplaces under the management or control of Flinders University.

4. Definitions

Hazard	A situation or thing which has the potential to harm a person.
Workplace safety inspection	<p>A planned and systematic physical inspection of the workplace to:</p> <ul style="list-style-type: none"> • identify and monitor workplace hazards; • identify changes to work areas which may pose new risks; • monitor effectiveness of previous corrective actions; and • monitor that safety standards are being maintained.

5. Frequency of inspections

a. The frequency of workplace safety inspections is determined by the level of risk associated with the workplace, including the physical work environment, the type of activities performed and/or previous history of reported hazards and incidents.

b. Workplace inspections must be carried out at a minimum as follows:

Risk level	Work area	Frequency
High	<ul style="list-style-type: none"> • All laboratories • Workshops and trade areas • Sheds, storage areas (including storage areas for gas/liquids and other hazardous/dangerous chemicals) • Maintenance yards • Animal facilities • Performance venues • Commercial kitchens • Mechanical plant rooms • Gyms 	Every 6 months
Medium	<ul style="list-style-type: none"> • Lecture theatres, tutorial rooms and other teaching spaces (other than laboratories) • Computer and other training rooms • Library areas • Multi-user office spaces • Corridors • Common rooms and non-commercial kitchens • General administration areas • Outdoor areas (eg paths, courtyards, carparks, stairs) 	Every 12 months
Low	Single occupancy staff offices	At least every 3 years or when occupancy changes.

c. In addition to the regular inspections above, inspections must be carried out when:

- plant, equipment or layout of any work area is altered
- new plant or work processes introduce change in a work area
- a new work area is commissioned, or
- a supervisor, manager or a health and safety representative requests an inspection.

d. Colleges/Portfolios must develop a schedule of workplace safety inspections as part of the College/Portfolios WHS Planned Actions.

6. Inspection teams

- a. Workplace safety inspections should include persons with knowledge of the area.
- b. Supervisors and managers are encouraged to participate in workplace safety inspections.
- c. Inspection teams may include the relevant health and safety representative(s).

7. Consultation

- a. Staff carrying out workplace safety inspections should, where possible, seek input from those who undertake the tasks or work in the areas being inspected.
- b. Their comments or concerns should be included on the inspection checklists.

8. Checklists

Staff undertaking workplace safety inspections must use the University's workplace inspections [checklists](#) as a guide to assist them in identifying hazards.

9. Inspection process

- a. The inspection process involves three main steps:
 - i. identifying any hazards;
 - ii. assessing the risks; and
 - iii. controlling the risks (with corrective actions using the hierarchy of controls).
- b. Prior to inspection, the team should review the previous inspection report and hazards to see whether previous corrective actions have been implemented and that the hazards are not recurring.
- c. If a hazard poses immediate danger, the inspection team must immediately make the area safe, which may require tagging out of items, removing items from use, barricading areas or placing warning signage.

10. Corrective action

- a. Where a hazard is identified the inspection team should arrange for immediate rectification of the issue if possible.
- b. If immediate rectification is not possible, the inspection team should enter the hazard(s) into the on-line FlinSafe system including
 - i. risk assess the hazard
 - ii. lodge any maintenance requests online via [Property, Facilities and Development](#), and
 - iii. record actions, including timeframes and person(s) responsible for actions.
- c. The local manager/supervisor is responsible for ensuring that corrective actions are implemented, and reviewed to determine that the risk has been eliminated or controlled.

11. Review of inspection findings

- a. College/Portfolios Health and Safety Committees must review the information obtained from regular workplace inspections to:
 - i. identify any trends or recurring issues
 - ii. determine the need for training
 - iii. recommend resources to implement corrective actions
 - iv. assist in establishing or improving safe work practices, and

- v. identify areas, plant, equipment etc. that may require further in-depth hazard analysis.

12. Records

Completed workplace inspection checklists must be retained by the local area in accordance with [WHS Records Management](#).

13. Responsibilities

Vice-Presidents and Executive Deans of College, Portfolio Heads	<p>Ensure that:</p> <ul style="list-style-type: none"> a. workplace safety inspections are scheduled in the College/Portfolios WHS Planned Actions and are conducted in accordance with these procedures b. required risk controls/corrective actions are implemented, and c. there are adequate resources for effective workplace inspections and corrective actions in their College/Portfolio.
Managers and supervisors	<ul style="list-style-type: none"> a. Implement these procedures in their area of responsibility; b. Prepare a schedule of regular workplace safety inspections in consultation with staff and ensure that the inspections are carried out according to the schedule; c. Ensure that hazards are entered into FlinSafe, including risk levels and control measures/corrective actions; d. Ensure that corrective actions arising from inspections are completed in a timely manner; and e. Ensure that staff undertaking the inspections are familiar with the area being inspected and use the workplace inspection checklists. <p><i>Note: that Colleges/Portfolios may choose to undertake these responsibilities at the College/Portfolio level (e.g. College/Portfolio-wide) in which case the Vice-President and Executive Dean/Portfolio Head has these responsibilities.</i></p>
Staff and students	Participate in workplace inspections, as required.

14. Related procedures

[WHS Risk Management Procedures](#)

15. Forms

Workplace inspections [checklists](#)

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