

Workplace Safety Inspection Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety & Injury Management \(WHS&IM\) 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

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|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard | A situation or thing that has the potential to harm a person. |
| Hierarchy of controls | Ranking the ways of controlling risks, from the highest level of protection and reliability to the lowest as follows: <ul style="list-style-type: none">• elimination• substitution• engineering• isolation• administration• Personal Protective Equipment. |
| Workplace safety inspection | A planned and systematic physical inspection of the workplace to: <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 (minimum) |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 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 • Patient areas • 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 • Common rooms and non-commercial kitchen | Every 12 months |
| Low | <ul style="list-style-type: none"> • General administration and customer service areas • Office spaces • Corridors | Every 2 years |

c. An outdoor maintenance schedule is used to maintain outdoor areas (i.e. paths, courtyards, car parks and stairs).

d. 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 into a work area
- a new work area is commissioned, or
- a supervisor, manager or a health and safety representative requests an inspection.

e. 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, where reasonably practicable to do so, include persons with knowledge of the area (i.e. users / occupiers of the space).
- 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 must, where possible, seek input from those who undertake the tasks or work in the areas being inspected. Their comments or concerns must be included on the inspection checklists.
- b. The local workers must be consulted, where reasonably practicable, on any corrective actions that may impact on them.

8. Checklists

- a. Staff undertaking workplace safety inspections must use the [FlinSafe](#) Inspection module to assist them in identifying hazards.
- b. Where electronic devices cannot be used (i.e. hazardous zones), FlinSafe can be used to print a copy of the checklist beforehand, which can be filled out and then reattached to the FlinSafe Inspection record.

9. Inspection process

- a. The inspection process starts by creating a new online inspection within FlinSafe.
- b. The FlinSafe inspection checklist assists in:
 - identifying any hazards
 - assessing the risks, and
 - controlling the risks (with corrective actions using the hierarchy of controls).
- c. 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.
- d. 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 actions

- a. Where a hazard is identified, the inspection team should arrange for immediate rectification of the issue if reasonably practicable. The hazard and immediate rectification should be noted in the FlinSafe Inspection Checklist.
- b. If immediate rectification is not reasonably practicable, the inspection team must enter the action(s) into the online [FlinSafe](#) system including:
 - i. recording corrective actions, including timeframes and person(s) responsible for corrective actions
 - ii. lodging any maintenance requests on ServiceOne and recording them with the corrective action in FlinSafe.

- c. The inspection team must inform the manager / supervisor of any corrective actions identified during inspections.
- d. An inspection can only be marked complete when all corrective actions have been completed to ensure that the risk has been eliminated or controlled effectively.

11. Review of inspection findings

College/Portfolios Health and Safety Committees must review any recommendations resulting from regular workplace inspections to:

- a. identify any trends or recurring issues
- b. determine the need for training
- c. monitor progress against the inspection schedule
- d. recommend resources to implement corrective actions
- e. assist in establishing or improving safe work practices, and
- f. identify areas, plant, equipment etc. that may require further in-depth hazard analysis.

12. Records

Completed workplace inspection checklists must be retained on FlinSafe in accordance with [WHS Records Management](#).

13. Responsibilities

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|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Portfolio Heads and College Vice-President and Executive Deans | <ul style="list-style-type: none"> a. Ensure that: <ul style="list-style-type: none"> i. workplace safety inspections are scheduled in the College/Portfolios WHS Planned Actions and are conducted in accordance with these procedures ii. required risk controls/corrective actions are implemented in a timely manner, and iii. there are adequate resources for effective workplace inspections and corrective actions in their College/Portfolio. |
| Managers and supervisors | <ul style="list-style-type: none"> b. Ensure that <ul style="list-style-type: none"> i. these procedures are implemented in their area of responsibility ii. a schedule of regular workplace safety inspections is prepared and implemented iii. inspections are entered into FlinSafe, including corrective actions iv. corrective actions arising from inspections are completed in a timely manner and reviewed to ensure that the risk has been eliminated or controlled. v. staff undertaking the inspections are familiar with the area being inspected and use the workplace inspection checklists. vi. staff are assigned to inspection teams as required. |
| Inspection team | <ul style="list-style-type: none"> c. Prepare a schedule of regular workplace safety inspections in consultation with staff. d. Conduct workplace inspections according to the schedule. |

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| | e. Ensure that inspections are entered into FlinSafe, including any corrective actions. f. Review previous workplace inspections relevant for that area. |
| Staff and students | g. Participate in workplace inspections, as required. h. Respond to assigned corrective action, as required. |

14. Related procedures

[WHS Risk Management Procedures](#)

15. Forms

[FlinSafe Inspection module](#)

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| Approval Authority | Vice-President (Corporate Services) |
| Responsible Officer | Director, People and Culture |
| Approval Date | 15 May 2025 |
| Effective Date | 15 May 2025 |
| Review Date* | 2028 |
| Last amended | |
| CM file number | CF11/238 |

* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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