



## Workplace Inspection Procedures

### 1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

[Occupational Safety and Health Act 1984 \(WA\)](#)

[Occupational Safety and Health Regulations 1996 \(WA\)](#)

### 2. IMPLEMENTATION PRINCIPLES

- 2.1. Curtin University has a legal requirement to provide, and maintain, so far as is practicable, a working environment in which employees are not exposed to hazards.
- 2.2. Managers (or their delegate) are responsible for conducting workplace inspections, unless a safety and health representative is appointed through Health and Safety.

### 3. PROCEDURAL DETAILS

#### 3.1. Workplace inspection schedules

3.1.1. Workplace inspections will be conducted by the person responsible for conducting workplace inspections at agreed upon intervals, but in accordance with:

Function	Minimum Frequency	Due Date
All laboratories	Quarterly	1 <sup>st</sup> due by 31 March 2 <sup>nd</sup> due by 30 June 3 <sup>rd</sup> due by 30 September 4 <sup>th</sup> due by 31 December
Radiation areas	Quarterly	
Biological areas	Quarterly	
Workshops and trade areas	Quarterly	
Kitchens and eateries	Quarterly	
Child care centres	Quarterly	
Recreational areas	Quarterly	
Motor vehicles	Quarterly	
Receptions, hallways, offices and tutorials	Six monthly	1 <sup>st</sup> due by 30 June 2 <sup>nd</sup> due by 31 December
Library areas	Six monthly	
Student accommodation	Six monthly	
Tea preparation areas/kitchenettes	Six monthly	

3.1.2. The person responsible for conducting workplace inspections will conduct inspections:

- (a) where there is a significant change to the work environment (e.g., use, volume, traffic, structure, or location);
- (b) on request from a supervisor or manager; and
- (c) on commissioning of a new work area.

3.1.3. Supervisors and managers should participate in any inspection process, and are encouraged to do so.

### **3.2. Preparation for the inspection**

Prior to the inspection the person responsible for conducting the workplace inspection will:

- (a) advise the area supervisor or manager that an inspection is planned;
- (b) use the relevant [workplace inspection checklists](#) for the area;
- (c) where one exists, locate the previous completed workplace inspection checklists to check that identified hazards have been actioned; and
- (d) gather the equipment required to undertake the inspection including any personal protective equipment (PPE) specific to the area.

### **3.3. Conducting the inspection**

In conducting the inspection, the person responsible for conducting the workplace inspection will:

- (a) ensure the areas is safe to enter and that all PPE is worn;
- (b) notify the area manager, supervisor and/or person in charge of the area (as appropriate) that the inspection is commencing;
- (c) avoid interrupting work being conducted, unless it appears unsafe;
- (d) follow all safety requirements;
- (e) if a hazard is identified, immediately make the area safe. This may require tagging out of items, removing items from use, barricading areas or placing warning signage;
- (f) use the [workplace inspection checklist](#) as a tool to prompt and guide the inspection, completing as much of the checklist as possible during the inspection; and
- (g) advise the area manager or supervisor when the inspection is completed.

### **3.4. After the inspection**

Following the inspection, the person responsible for conducting the workplace inspection will:

- (a) discuss the inspection results with the area supervisor or manager and assign actions;
- (b) complete all relevant areas of the workplace inspection checklist;
- (c) where an action to control a hazard:
  - (i) can be completed immediately, enter 'CI' in the Action Status column of the checklist;
  - (ii) requires a maintenance request contact the Service Coordination Centre on ext. 2020 or enter the request [online](#), and enter the SCC number in the Action Status column; or
  - (iii) cannot be completed immediately or rectified through a maintenance request, enter the identified hazard and corrective actions into the [online reporting system](#) and enter the hazard number in the Action Status column.
- (d) forward the completed workplace inspection checklist to their supervisor or the supervisor for the area (as appropriate) and an electronic copy to the [Health and Safety Advisor](#) for the relevant faculty or area;
- (e) retain a copy of the completed workplace inspection checklist for future inspections and audit purposes; and
- (f) discuss any items of concern at the area Health and Safety Committee meeting.

## **4. RESPONSIBILITIES**

### **4.1. Managers and supervisors**

Responsible for:

- (a) conducting workplace inspections, or delegating this responsibility, unless a safety and health representative is appointed for the area through Health and Safety;

- (b) providing time and resources to enable the workplace inspection to be conducted; and
- (c) ensuring corrective actions arising from the inspection are completed in a timely manner.

**4.2. Appointed Safety and Health Representatives**

Responsible for:

- (a) conducting workplace inspections as directed by these procedures.

**5. SCOPE OF PROCEDURES**

These procedures apply to all people responsible for conducting workplace inspections.

**6. DEFINITIONS**

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

**Corrective action**

An action taken after an incident to eliminate or reduce the risk of a similar incident recurring.

**Hazard**

A situation that has the potential to harm a person, interrupt business or cause damage to the environment, business reputation or property.

**Workplace inspection**

Inspection of the workplace to:

- (a) identify hazards within the work and surrounding areas;
- (b) identify changes to work areas which may pose new risks;
- (c) monitor health and safety management system performance in a systematic manner; and
- (d) monitor effectiveness of previous corrective actions.

**7. SCHEDULES**

Nil

**8. RELATED DOCUMENTS/LINKS/FORMS**

[Workplace inspection checklists](#)

[Online incident reporting system](#)

[Properties: Service Coordination Centre \(SCC\)](#)

[List of Health and Safety Advisors](#)

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<b>Policy Manager</b>	Chief Operating Officer
<b>Approval Authority</b>	Chief Operating Officer
<b>Review Date</b>	1 <sup>st</sup> April 2020

**REVISION HISTORY**

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	23/05/2013	Vice President, Corporate Services	EM1311	Unconditional
	Amended	25/06/2013	Vice President, Corporate Services	EM1317	Unconditional

	Administratively Updated	08/07/2013	Director, Legal and Compliance Services		Link updated
	Administratively Updated	28/07/2014	Director, Legal and Compliance Services		Updated committee title
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	06/05/2016	Chief Operating Officer	EM1631	Unconditional
	Administratively Updated	09/03/2017	Director, Legal and Compliance Services		Updated 3.4 (c) (iii)