



## Workplace Inspection Procedures

### 1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Health and Safety Policy](#)

[Health and Safety Management Standards](#)

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

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

Strategic Plan Theme: [People and Culture](#)

### 2. PROCEDURAL DETAILS

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 there is an elected safety and health representative for the area.

#### 2.3. Workplace inspection schedules

2.3.1. Workplace inspections will be conducted by the person responsible for conducting workplace inspections at agreed upon intervals, but in accordance with the details provided in the table below:

Function	Minimum Frequency	Due Date
General Work Areas	6 Monthly	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 end of year close down
Child Care	Quarterly	
Laboratories and Workshops	Quarterly for high risk areas, 6 monthly for low risk areas	
Recreation Areas	Quarterly	

2.3.2. The person responsible for conducting workplace inspections will also conduct inspections:

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

2.3.3. Supervisors and managers may participate in any inspection process, and are encouraged to do so.

#### 2.4. C.H.A.R.M.

2.4.1. All workplace inspections will be completed by using the workplace inspection checklists located on C.H.A.R.M.

#### 2.5. Preparation for the inspection

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

- advise the area supervisor or manager that an inspection is planned;
- use the relevant [workplace inspection checklists](#) for the area;

- (c) where one exists, locate previously 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.

## 2.6. Conducting the inspection

When conducting the inspection, the person responsible will:

- (a) ensure the area 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) immediately make the area safe if a hazard is identified. This may require tagging out of items, removing items from use, barricading areas or placing warning signage;
- (f) use the [workplace inspection checklists located on C.H.A.R.M.](#) 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.

## 2.7. 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 Item section of the checklist question, and mark the action item as "Complete";
  - (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 Action Item section of the checklist on C.H.A.R.M. and assign to a person responsible to complete.
- (d) assign an action item to the supervisor or manager of the area to view and acknowledge the completed workplace inspection checklist and identified action items;
- (e) retain a copy of the completed workplace inspection checklist for future inspections and audit purposes (unless completed online); and
- (f) discuss any items of concern at the area Health and Safety Committee meeting.

## 3. RESPONSIBILITIES

### 3.1. Managers and supervisors

Responsible for:

- (a) conducting workplace inspections, or delegating this responsibility, unless there is an elected safety and health representative for the area;
- (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.

### 3.2. Safety and Health Representatives

Responsible for:

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

#### 4. SCOPE OF PROCEDURES

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

#### 5. 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.

#### 6. SCHEDULES

Nil

#### 7. RELATED DOCUMENTS/LINKS/FORMS

[Workplace inspection checklists](#)

[C.H.A.R.M.](#)

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

[List of Health and Safety Advisors](#)

<b>Policy Compliance Officer</b>	<a href="#">Nelly Latino</a> , Director, Health, Safety and Emergency Management
<b>Policy Manager</b>	Chief Operating Officer
<b>Approval Authority</b>	Chief Operating Officer
<b>Review Date</b>	1 <sup>st</sup> April 2022

#### 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)
	Approved	04/07/2018	Chief Operating Officer	EM1813	Unconditional