Facilities and Services Division

Workplace Inspection Schedule 2013

Information Session – 29 July 2013

Human Resources

Q3 2013
Overview of Session

- Purpose
- Employee/Supervisor Responsibilities
- Master Schedule
- Timeline
- Types of Workplace Inspections
- Preparing for a Workplace Inspection
- How to Conduct a Workplace Inspection
- Questions
Purpose

• Workplace inspections are planned, systematic appraisals of the workplace, which:
  o Identify health, safety and environmental hazards;
  o Assess and control risks;
  o Ensure a safe and healthy working environment; and
  o Assist in complying with the University’s OHS policies and procedures, thereby ensuring compliance with all relevant legislation, regulations, codes of practice and Australian standards.

• Whilst conducting workplace inspections, health, safety and environmental issues can often be identified and resolved before any harmful event takes place.

• Regular inspections of the workplace also allows discussion with staff on health, safety and environmental issues.
Employee and Supervisor Responsibilities

1. Take reasonable care of your own health and safety.
2. Take reasonable care to ensure that your acts or omissions do not affect the health and safety of others.
3. Comply with any reasonable instruction to comply with the WHS Act (2011) that is given by the ANU.
4. Comply with all ANU policies and procedures relating to work, health and safety.

Under the *Work Health & Safety ACT 2011: Section 68 (b)*, HSRs play an active role with the implementation of workplace inspection schedules, but it is not their sole responsibility to ensure compliance.
Master Schedule

- ANU OHS Requirement in accordance with WHS Act
- Schedule to be submitted on an annual basis and subject to audits by the OHS Branch
- Maintained by HR and HSRs
- Supervisor Schedule
- WHS Committee Schedule
- Details F&S areas, inspection teams, dates of inspections, findings and corrective action
Timeline

• **Supervisor/Area Workplace Inspections Schedule**
  - Round 1 - to be completed between 1 to 31 August 2013
  - Round 2 - to be conducted from 1 to 31 December 2013

• **F&S WHS Committee Workplace Inspection Schedule**
  - To be conducted between 1 November to 30 November 2013.
Types of Workplace Inspections

• Managers and supervisors should regularly inspect their own work areas – this is typically done in teams of at least two people.

• The following types inspections will be conducted across the Division:
  o Offices
  o Work Environment
  o General
  o Workshops
  o Plant Rooms (Maintenance)

• An Inspection Coversheet and Inspection Worksheet is required for each inspection – to identify areas inspected, findings, provide evidence and corrective action required.
How to Prepare for a Workplace Inspection

- Contact Building Custodian prior to inspection to confirm dates.
- If required, ensure the team have appropriate PPE.
- Arrange Pre Inspection Team Meeting
- Select Checklist
- Coversheet / Worksheet
- Pen
- Notepad
- Camera (Documentary Evidence)
- Tape Measure (eg measure distance)
# How to Conduct a Workplace Inspection

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<th>Step</th>
<th>Action</th>
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<td>1</td>
<td>Select the appropriate <strong>Workplace Inspection Checklist(s)</strong> for the inspection.</td>
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<td>2</td>
<td>Walk through the area to be inspected, using the Workplace Inspection Checklist to identify any workplace hazards.</td>
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| 3    | Record the outcomes of the inspection on the **Inspection Worksheet**, particularly any non-conformances, taking particular care to:  
  - Note the room/location of the hazard/problem/issue (*Room*)  
  - Describe any hazard/problem/(s) identified (*Comments*)  
  - Outline the preventative/corrective action (*Actions*)  
  - Provide an indication of the risk or priority for this hazard (*Priority/Risk*). |
| 4    | Provide original copy of the completed **Inspection Worksheet and associated documentation/evidence (including any photos)** to the F&S HR team for follow-up action. |
Step 5. Corrective Action:

- HR & HSR in consultation with the inspection team and Area Supervisor will assign the non-conformances for corrective action.
- Once completed and/or reviewed, assignee collates the documentation demonstrating corrective actions have occurred, and
- Forwards copies of the documentation HR/HSR who will then forward this to the F&S WHS Committee Chair. This may include Maximo requests, work orders, emails etc.).
Questions and Follow-up

Who to contact:

• Glynn Whitworth - OHS
• Brian Arnold – HSR
• Sharyn McGerty - HR