Facilities & Services Workplace Inspection
HR HELP GUIDE

Purpose

By conducting regular workplace inspections, this will assist the Facilities and Services Division to identify health, safety and environmental hazards so we can assess and control any risks to workers, visitors and students. Workplace inspections are an ongoing task because the workplace is always changing. It is a requirement under the WHS Act that we have a responsibility to inspect the workplace at regular intervals, in order to prevent the development of unsafe working conditions and practices. The Facilities and Services Division is also required to inspect the workplace when there has been an accident or when the Division has added a new work process.

Master Schedule

The Master Schedule will be maintained by the HSRs in consultation with the HR Manager and Chair of the Facilities and Services Division WHS Committee.

The aim of the schedule is to track both Supervisor and WHS Committee Inspections.

Timeline & Who Will Conduct Workplace Inspections

Supervisor/Management inspections will be conducted within each functional area of the Division twice during 2013 by nominated supervisors and team members.

- First Round - inspections are to be completed from 1 to 31 August 2013.
- Second Round - inspection are to be completed from 1 to 31 December 2013.

WHS Committee inspections are to be conducted by at least two committee members and have been scheduled to be completed from 1 to 30 November 2013.

Link to OHS Website – Workplace Inspections

http://hr.anu.edu.au/staff-health-and-wellbeing/ohs/workplace-inspections

What Should Workplace Inspections Focus On

Workplace inspections are planned, systematic appraisals of the workplace, which:
- Identify health, safety and environmental hazards;
- Assess and control risks;
- Ensure a safe and healthy working environment; and
- 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 workplace inspections also allow discussion with staff on health, safety and environmental issues.

The main areas identified include:

- Plant Rooms including Electrical Rooms

Workplace inspections should focus on immediate hazards followed by possible hazards and user concerns. Please remember the checklist is a guide only and that other issues sighted that are not necessarily listed in the checklists should be documented where relevant.
Preparing For a Workplace Inspection

Before starting a workplace inspection, it is important that teams conduct some preparation including:

- Contact the Building Custodian prior to a scheduled workplace inspection to confirm dates.
- If required ensure you have appropriate PPE.
- Ensure you have everything required to complete the workplace inspection prior to commencement, for instance the Coversheet/worksheet to document inspection findings, check list/s, pen, note pad, camera, and tape measure (optional).

How Should Workplace Inspections Be Conducted

During a workplace inspection, the aim is to identify unsafe work conditions and/or work practices that may cause injury or not meet minimum requirements, so that corrective action can be taken to address such issues. Listed below are a few simple guidelines to assist you in this process:

- Use the appropriate workplace inspection checklist to ensure that your inspection is thorough and consistent with previous inspections.
- Ask yourself what types of hazards are associated with the job that you are observing or that would be performed in that work area.
- Observe how workers perform tasks. Do they follow safe work procedures and use personal protective equipment, as required?
- Ask staff how they perform their tasks, do they know where the assembly point is in an emergency, when was a fire drill last completed, is the photo identification of relevant first aid/OHS personal available, is there a commitment to OHS policy at the front entrance?
- Talk to staff about what tasks they are performing, including any concerns they may have about health and safety.
- Record any unsafe actions or conditions that you observe.

What Should Happen After Inspection Is Conducted

- Once the workplace inspection has been conducted, the Cover Sheet and Check List need to be completed and submitted to Brian Arnold b.arnold@anu.edu.au, within two days of the inspection being completed.
- If during a workplace inspection the team conducting the inspection, identify any serious hazards or unsafe work practices, please contact the Division’s HSRs, or ANU OHS Work Environment Branch immediately for further advice.
- After the Inspection Cover Sheet and Check List has been submitted to Brian Arnold, any items that are raised will be prioritized and assigned to be remedied.
- All items raised will be tracked and completed within one month where reasonably practicable.
- A follow up inspection will be held one month after completion by the WHS Committee to ensure all items raised have been actioned.

For More Information

HSRs
- Brian Arnold b.arnold@anu.edu.au
- Naomi Somerville Naom.isomerville@anu.edu.au
- Rob Carruthers robert.carruthers@anu.edu.au

HR
- Sharyn McGerty sharyn.mcgerty@anu.edu.au

OHS Branch
- Glyn Whitworth glyn.whitwhorth@anu.edu.au