

Workplace Safety Inspection Procedures

Table of Contents

1. Governing Policy
2. Purpose
3. Scope
4. Definitions
5. Frequency of inspections
6. Inspection teams
7. Consultation
8. Checklists
9. Inspection process
10. Corrective actions
11. Review of inspection findings
12. Records
13. Responsibilities
14. Related procedures
15. Forms

1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management 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

Hazard	A situation or thing which has the potential to harm a person.
Workplace safety inspection	<p>A planned and systematic physical inspection of the workplace to:</p> <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• 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• Multi-user office spaces• Corridors• Common rooms and non-commercial kitchens• General administration areas• Outdoor areas (eg paths, courtyards, carpark, stairs)	Every 12 months
Low	Single occupancy staff offices	Every 3 years or when occupancy changes.

- c. 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 in a work area
 - a new work area is commissioned, or
 - a supervisor, manager or a health and safety representative requests an inspection.
- d. 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 include persons with knowledge of the area.
- 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.
- b. Their comments or concerns must be included on the inspection checklists.
- c. The local workers must be consulted, where reasonably practicable, on any corrective actions that may impact on them.

8. Checklists

Staff undertaking workplace safety inspections must use the University's workplace inspection [checklist templates](#) to assist them in identifying hazards.

9. Inspection process

- a. The inspection process involves three main steps:
 - i. identifying any hazards
 - ii. assessing the risks, and
 - iii. controlling the risks (with corrective actions using the hierarchy of controls).
- b. 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.
- c. 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.
- b. If immediate rectification is not reasonably practicable, the inspection team must enter the hazard(s) into the on-line [FlinSafe](#) system including:
 - i. risk assessing the hazard
 - ii. lodging any maintenance requests on [Service One](#), and
 - iii. recording corrective actions, including timeframes and person(s) responsible for corrective actions.
- c. The local manager/supervisor is responsible for ensuring that corrective actions are implemented and reviewed to ensure that the risk has been eliminated or controlled.

11. Review of inspection findings

- a. College/Portfolios Health and Safety Committees must review any recommendations resulting from regular workplace inspections to:
 - i. identify any trends or recurring issues
 - ii. determine the need for training

- iii. monitor progress against the inspection schedule
- iv. recommend resources to implement corrective actions
- v. assist in establishing or improving safe work practices, and
- vi. identify areas, plant, equipment etc that may require further in-depth hazard analysis.

12. Records

Completed workplace inspection checklists must be retained by the local area in accordance with [WHS Records Management](#).

13. Responsibilities

Portfolio Heads and College Vice-Presidents and Executive Deans	<p>Ensure that:</p> <ul style="list-style-type: none"> a. workplace safety inspections are scheduled in the College/Portfolios WHS Planned Actions and are conducted in accordance with these procedures b. required risk controls/corrective actions are implemented in a timely manner, and c. there are adequate resources for effective workplace inspections and corrective actions in their College/Portfolio.
Managers and supervisors	<p>Ensure that:</p> <ul style="list-style-type: none"> d. these procedures are implemented in their area of responsibility e. a schedule of regular workplace safety inspections is prepared and implemented f. hazards are entered into FlinSafe, including risk levels and control measures/corrective actions g. corrective actions arising from inspections are completed in a timely manner h. staff undertaking the inspections are familiar with the area being inspected and use the workplace inspection checklists, and i. staff are assigned to inspection teams as required.
Inspection team	<ul style="list-style-type: none"> j. Prepare a schedule of regular workplace safety inspections in consultation with staff. k. Conduct workplace inspections according to the schedule. l. Ensure that hazards are entered into FlinSafe, including risk levels and control measures/corrective actions. m. Review previous workplace inspections relevant for that area.
Staff and students	<ul style="list-style-type: none"> n. Participate in workplace inspections, as required.

14. Related procedures

[WHS Risk Management Procedures](#)

15. Forms

[Workplace Inspection – Common Areas/Office](#)

[Workplace Inspection - Workshop](#)

[Workplace Inspection - Laboratory](#)

Approval Authority	Vice-President (Corporate Services)
Responsible Officer	Director, People and Culture
Approval Date	22 March 2022
Effective Date	22 March 2022
Review Date*	March 2025
Last amended	
CM file number	CF11/238

*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

Printed versions of this document are not controlled. Please refer to the [Flinders Policy Library](#) for the latest version.