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|  | <h1>Workplace Inspection Procedure</h1> | Version No: | 3.0 |
| | | Issued: | 26 Nov 2015 |
| | | Reviewed: | 22 June 2016 |
| | | Next Review: | 22 June 2019 |

1 Overview

The Wudinna District Council (**the Organisation**) recognises its obligation to provide a safe work environment for workers, contractors and other stakeholders. This includes, so far as is reasonably practicable, that the:

- (a) Layout and structure of the workplace, lighting and ventilation;
- (b) Space provided for tasks;
- (c) Air quality and temperature; and
- (d) Facilities (such as toilets, drinking water, hand washing etc.)

Enable workers to carry out work without risks to health and safety, including when work is carried out in relation to or near essential services.

The Organisation will undertake planned inspections to identify any hazards and eliminate or, when that is not reasonably practicable, minimise risks to health, safety and/or the environment.

The Organisation understands that the management of hazards requires a consistent approach that includes cooperation and consultation between management, workers, contractors, visitors and others in the workplace.

2 Core components

The core components of our Workplace Inspection Procedure aim to:

- (a) Implement a systematic inspection process to identify hazards;
- (b) Regularly monitor working conditions, including reference to the previous inspection report;
- (c) Document and control identified hazards;
- (d) Identify and close out Corrective and Preventative Actions (“CAPA”) (and, where possible, immediate action is taken and documented);
- (e) Provide competent person/s to carry out inspections;
- (f) Implement an internal audit and management review of the workplace inspection process; and
- (g) Complete and maintain inspection records in line with legislative and organisational requirements.

3 Definitions

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| Competent Person | A person who has acquired through training, qualifications or experience the knowledge and skills to carry out the task. [as defined in the Work Health and Safety Regulations, 2012 Regulation 5] |
| Home Office | An administrative work area in an worker’s home that is used for work activities authorised by the Organisation (during ‘on duty’ time) for at least 4 hours per week. |
| Reasonably Practicable | Reasonably practicable, in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including— <ol style="list-style-type: none"> (a) the likelihood of the hazard or the risk concerned occurring; and (b) the degree of harm that might result from the hazard or the risk; and (c) what the person concerned knows, or ought reasonably to know, about— <ol style="list-style-type: none"> i. the hazard or the risk; and ii. ways of eliminating or minimising the risk; and |

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| | <p>(d) the availability and suitability of ways to eliminate or minimise the risk; and</p> <p>(e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.</p> <p>[as defined by the Work Health and Safety Act 2012 Section 18]</p> | | |
| Shall | The use of the word 'shall' indicates that a requirement is mandatory. | | |
| Should | The use of the word 'should' indicates that the relevant sentence is not a requirement but is advisory. | | |
| Worker | <p>A person is a "worker" if the person carries out work in any capacity for the organisation, including work as—</p> <p>(a) an employee; or</p> <p>(b) a contractor or subcontractor; or</p> <p>(c) an employee of a contractor or subcontractor; or</p> <p>(d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or</p> <p>(e) an outworker; or</p> <p>(f) an apprentice or trainee; or</p> <p>(g) a student gaining work experience; or</p> <p>(h) a volunteer.</p> <p>[as per the Work Health and Safety Act 2012 Section 7]</p> | | |

4 Procedure

4.1 Inspection Schedule

4.1.1 The WHS Coordinator shall, in consultation with the relevant managers, develop an annual inspection schedule detailing all the locations to be inspected and the frequency of the inspections to be undertaken.

4.1.2 Inspections will be conducted according to the relative risk rating of the area being inspected e.g.

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| High risk areas - includes workshops, sheds, plant rooms, areas remote from main premises, pools etc. | Inspections conducted every 3 months |
| Low risk areas – includes office spaces, administrative storage areas | Inspections conducted every 6 months |
| Seconded work locations | Inspected prior to work commencing then reviewed annually or if the location and / or nature of work changes |
| Home offices | Inspected prior to work at home commencing then reviewed annually or if the location and/or nature of work changes |
| Any new work location, any change to any current work location e.g. changes to the layout or when new plant or hazardous chemicals have been introduced | Inspection undertaken prior to work commencing or re-commencing |

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- 4.1.3 Workplace inspections shall be conducted in all areas of the physical premises that the Organisation occupies, including home offices and any other workplace where the Organisation’s workers may perform work.
- 4.1.4 Department Managers will monitor that inspections are conducted in accordance with the documented schedule.

4.2 Establishing the inspection team

- 4.2.1 The inspection team should include at least one person from a - c and at least one person from d or e of the following:

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| (a) The Department Manager; | (d) A worker familiar with the work area; or |
| (b) The workgroup/work area manager; or | (e) A health and safety representative (“HSR”) for the work group. |
| (c) Team leader or supervisor; | |

- 4.2.2 A HSR (where one has been elected for the work group) shall be:
 - a) Invited to participate in the inspection process related to the workgroup that they represent;
 - b) Consulted when determining priorities for action; and
 - c) Consulted when recommending and implementing control strategies.
- 4.2.3 In some instance, external expertise may be required to undertake an inspection. In these instances, the competency of the external expert shall be verified by the organisation prior to engagement.
- 4.2.4 The Organisation’s inspection team members shall be able to demonstrate training in the:
 - a) Hazard identification, risk assessment and control processes; and
 - b) Workplace inspection process.
- 4.2.5 In some instances it may be necessary to establish more than one inspection team (for example, in large work areas where different activities are undertaken by different workgroups).

4.3 Undertaking the inspection

- 4.3.1 The inspection team will use the relevant Safety / Hazard Checklist to inspect the workplace. The checklist will have been reviewed by the Health and Safety Committee (“HSC”) within the last 3 years or more recently if changes have occurred in the area to be inspected.
- 4.3.2 An inspection checklist should address, at a minimum, the following:
 - a) Layout;
 - b) Work areas;
 - c) Floors and other surfaces;
 - d) Lighting;
 - e) Ventilation
 - f) Extremes of heat or cold; and
 - g) Work in relation to or near essential surfaces.
- 4.3.3 The findings of the previous inspection shall be reviewed prior to the new inspection being undertaken to determine if previously identified items have been closed out or effectively controlled.

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- 4.3.4 Incident or hazard reports raised since the last inspection should be reviewed prior to the inspection so that implementation and effectiveness of controls can be verified.
- 4.3.5 The inspection will include a physical inspection (e.g. walking around and viewing) as well as interviews with workers or stakeholders (as relevant).
- 4.3.6 The inspection team shall check that all applicable items on the checklist have been inspected and marked as completed.
- 4.3.7 The inspection checklist shall be signed by all members of the inspection team and dated.
- 4.4 Workers working from home or in a seconded location
- 4.4.1 The Department Manager or delegate shall check, when a decision is made either allowing workers to work from home or on secondment, that their home office or seconded work location is inspected prior to work commencing.
- 4.4.2 Inspections shall be undertaken as per the schedule outlined in 4.1.2 and for as long as work at home or on secondment continues.
- 4.4.3 Where a visit to a home office or a seconded work location is not reasonably practicable, the checklist and supporting evidence (such as photos etc.) may be collated by the worker who lives in the premises or who will be working in the seconded location and provided to the manager to review in consultation with the affected worker.
- 4.5 Hazard management
- 4.5.1 Any hazard/s identified during the inspection process shall be documented on the inspection checklist.
- 4.5.2 If a hazard is able to be immediately eliminated (e.g. removing a trip hazard), appropriate action will be taken at the time of the inspection and recorded on the checklist.
- 4.5.3 If immediate elimination is not possible, the inspection team shall notify the relevant manager; and:
- Manage the hazard in accordance with the requirements of the Hazard Management Procedure (including consultation with workers or their representatives, undertaking a risk assessment of the hazard and identifying the CAPA controls required); and
 - Where possible, corrective or preventative actions shall be immediately implemented; or
 - When this is not possible, interim control measures shall be put in place until the corrective or preventative actions can be implemented.
- 4.5.4 The CAPA Procedure shall be complied with.
- 4.6 Monitoring and evaluation
- 4.6.1 The Department Manager or delegate shall inform all relevant persons about the control measures selected or implemented for workplace safety. Department meeting minutes shall reflect this.
- 4.6.2 The Department Manager or delegate shall check, so far as is reasonably practicable, that any new controls are effective by:
- Monitoring and evaluating controls for effectiveness;
 - Recommencing the risk assessment process if new hazards are identified;
 - Communicating the outcomes of the inspection process within the department or work group and to the HSC, as required; and

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d) Retaining completed workplace inspection checklists.

- 4.6.3 Department or workgroup meeting minutes shall reflect monitoring and evaluation of items on the CAPA Register until items have been closed out.
- 4.6.4 The HSC shall monitor the CAPA Register during its meetings. A report shall be presented to the Senior Management Team listing outstanding items requiring direction or enforcement.
- 4.6.5 The Senior Management Team shall review workplace inspection findings, audit results, legislative changes and other information relating to the workplace inspection process and direct action when required. Minutes shall record outcomes of discussion and actions undertaken.
- 4.6.6 The workplace inspection process shall be subject to internal audit and the audit findings shall be reported as part of the ongoing management review process.

5 Training

- 5.1 The Training Needs Analysis shall identify the training needs required for managers and workers undertaking workplace inspections.
- 5.2 Workers shall have the Workplace Inspection Procedure explained to them during the induction process.
- 5.3 Persons undertaking workplace inspections shall have specific training that includes Hazard Management, CAPA and Workplace Inspection Procedures.

6 Records

The following records shall be maintained:

- 6.1 Risk assessments
- 6.2 Training records
- 6.3 Completed workplace inspection checklists
- 6.4 CAPA Register

All records must be managed in line with the current version of General Disposal Schedule 20 for Local Government.

7 Responsibilities and Accountabilities

- 7.1 The Chief Executive Officer is accountable for:
 - 7.1.1 Approval of expenditure necessary to maintain a safe working environment;
- 7.2 The Senior Management Team is accountable for:
 - 7.2.1 Assisting the organisation to meet its legislative responsibilities for maintaining a safe working environment;
 - 7.2.2 Setting objectives, targets and performance indicators for the workplace inspection process;
 - 7.2.3 Checking that all reasonably foreseeable hazards within each department are identified, assessed and controlled;
 - 7.2.4 Monitoring the CAPA Register and enforcing close out of items when required;
 - 7.2.5 Reviewing the effectiveness of the workplace inspection process; and
 - 7.2.6 Checking that the management review process includes workplace inspections.

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- 7.3 Managers and supervisors are accountable for:
- 7.3.1 Checking that workplace inspections are conducted within their department, as per the schedule;
 - 7.3.2 Communicating the outcomes of workplace inspections within the department;
 - 7.3.3 Consulting with workers or their representatives on implemented controls;
 - 7.3.4 Implementing any corrective or preventative actions identified during workplace inspections and closing out items within designated time frames;
 - 7.3.5 Checking that all documentation associated with the workplace inspection process is completed and retaining records as required;
 - 7.3.6 Seeking expert advice as required;
 - 7.3.7 Providing required reports to the HSC or Senior Management Team;
 - 7.3.8 Conducting or arranging for workplace inspections of home offices or seconded workplaces; and
 - 7.3.9 Consulting with other PCBUs as part of workplace inspections, so far as is reasonably practicable, if their duty of care overlaps.
- 7.4 The WHS Coordinator is accountable for:
- 7.4.1 Developing an annual schedule for workplace inspections;
 - 7.4.2 Arranging expert advice and assistance on hazard related issues in liaison with Department Managers; and
 - 7.4.3 Providing relevant reports and information to the Senior Management Team and HSC as required.
- 7.5 Workers are accountable for:
- 7.5.1 Assisting with the workplace inspection process as necessary;
 - 7.5.2 Maintaining their work environment in a safe condition and taking reasonable care to avoid adversely affecting the health or safety of themselves or any other person through any act or omission at work;
 - 7.5.3 Maintaining their home office or seconded workstation area to the same standard as is expected at work;
 - 7.5.4 Reporting any hazards in accordance with the organisation's Hazard Management Procedure; and
 - 7.5.5 Seeking assistance to manage hazards when required.
- 7.6 The HSC is accountable for:
- 7.6.1 Facilitating co-operation between management and workers in matters relating to workplace inspections; and
 - 7.6.2 Monitoring the CAPA Register and referring issues that require direction or enforcement to the Senior Management Team.
- 7.7 HSRs may:
- 7.7.1 Facilitate consultation between relevant workers and the Senior Management Team in accordance with the organisation's Communication and Consultation Procedure; and
 - 7.7.2 Assist in the resolution of WHS issues.

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8 Review

- 8.1 The Workplace Inspection Procedure shall be reviewed by the Senior Management Team & HSC, in consultation with workers or their representatives, every thirty Six (36) months or more frequently if legislation or organisational needs change. This may include a review of:
- 8.1.1 Feedback from managers, workers, HSRs, HSC, contractors or other relevant stakeholders;
 - 8.1.2 Legislative compliance;
 - 8.1.3 Performance Standards for Self-Insurers;
 - 8.1.4 Internal or external audit findings;
 - 8.1.5 Incident and hazard reports, claims costs and trends; and
 - 8.1.6 Any other relevant information.
- 8.2 The reviews may result in preventative and/or corrective actions being implemented or revision of this document.

9 References

- [Work Health and Safety Act 2012](#)
- [Work Health and Safety Regulations 2012](#)
- [General Disposal Schedule 20 for Local Government](#)
- [ReturnToWorkSA's Performance Standards for Self-Insurers](#)
- [Code of Practice: Managing the Work Environment and Facilities](#)

10 Related documents

- Hazard Management Procedure (*Document number 12.3.7.3*)
- Safety / Hazard Checklist: Administration (*Document number 12.3.7.4.1*)
 - Works Depot (Document number 12.3.7.4.2)*
 - Wudinna Refuse Site (Document number 12.3.7.4.3)*
 - Gawler Ranges Cultural Centre ((Document number 12.3.7.4.7)*
- Corrective and Preventative Action Procedure (*Document number 12.3.16.5*)
- Communication and Consultation Procedure (*Document number 12.3.23.1*)
- CAPA Register (*Document number 12.3.16.5.1*)

SIGNED:

Chief Executive Officer

Date: ____/____/____

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Chairperson, Health and Safety
Committee (HSC)

Date: ____/____/____

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11 Document Review History

| Document History: | Version No: | Issue Date: | Description of Change: |
|-------------------|-------------|-------------|--|
| | 1.0 | Dec 2009 | New Document |
| | 2.0 | 05/04/13 | Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice. Examples of changes include; OHS to WHS and employee to worker where appropriate |
| | 3.0 | 26/11/15 | References to WHS Committee (WHSC) amended to Health and Safety Committee (HSC) for consistency with WHS Act and Codes of Practice; language and formatting. |