

<p>Goulburn Ovens Institute of TAFE</p> <p>Procedure no. CS15-P83 <small>(Copy on Web Site)</small></p>	<p>Title: Workplace Hazard Inspections Procedure Executive Management Approved: 9/07/2007 <i>Reviewed: 13/08/2007, 13/07/2009, 23/10/2012</i></p> <p><i>Responsible Officer: Manager Safety and Wellbeing</i> <i>Authorising Officer: Executive Manager Human Resources</i> <i>Review: Biennial (23rd October 2014)</i></p>
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WORKPLACE HAZARD INSPECTIONS PROCEDURE

1. PURPOSE

- to ensure that the Institute complies with legislative requirements under the Occupational Health and Safety Act (2004) to provide and maintain so far as is reasonably practicable, a working environment that is safe and without risks to health;
- to ensure that the Institute OHS management system is implemented effectively, involving systematic processes to identify, assess and control workplace hazards and risks.

2. SCOPE

This procedure describes the process for workplace hazard inspections and has application to:-

- Campus Service Co-ordinators and Heads of Campus
- Health and Safety Representatives/Designated WorkGroups
- Institute Managers
- Any Institute Staff involved in workplace hazard inspections

3. DEFINITIONS

- Hazard:** Any source or situation with a potential for harm in terms of injury/illness, damage to property/plant/equipment or damage to the environment.
- Risk:** The likelihood that exposure to a hazard will result in injury or disease.
- Risk Assessment:** The process of analysing all of the risks associated with hazards and evaluating them to determine steps for risk control and priorities. Risk Assessment considers two (2) main factors:
- the likelihood that the hazard will result in injury/illness, loss or damage to the environment, property, plant or equipment. This assessment of likelihood also needs to consider frequency of exposure to the hazard.
 - The potential severity of that injury, illness, loss or damage.

Risk Score:	The risk score is the number allocated following risk assessment, which describes the level of risk, ranging from high to low (see Appendix 1 – Risk Assessment Matrix). The risk score is also used to identify the priority and timeframe of response to an identified hazard.
Risk Control:	Risk Control is a method of managing the risk, which involves taking actions to eliminate &/or reduce the likelihood that exposure to a hazard will result in injury/disease. There is a hierarchy of control measures to be followed, with the primary emphasis on controlling hazards at source. Methods of risk control in preferred priority order are:- <ul style="list-style-type: none">- Elimination- Substitution- Isolating – enclosing or isolating a hazard- Engineering controls/Redesign – changing processes, equipment, tools- Administrative controls – changing work procedures- Personal Protective Equipment
Workplace:	Any place, whether or not in a building or structure, where employees or self employed persons work.

4. PROCEDURE

4.1 INTRODUCTION

Workplace hazard inspections are planned, systematic appraisals of the workplace that can help identify hazards and control risks, ensure a safe and healthy work environment and assist in complying with OHS legislation.

Workplace hazard inspections are generally carried out by Management representatives and Health and Safety Representatives, with the involvement of employees.

Workplace Inspections can take several forms, for example:-

- routine hazard inspections of the workplace
- routine inspections of particular activities, processes or areas
- specific inspections in response to OHS issues raised by employees
- incident investigations
- follow up inspections after implementing measures to improve health and safety

4.2 TYPES OF WORKPLACE HAZARD INSPECTIONS

4.2.1 Campus based Hazard Inspections

- To be completed by Campus Service Coordinator/Head of Campus on a monthly basis;
- Inspections based on some identified generic hazards that have application to majority of campus;
- Inspections completed according to the Institute Facilities Campus Hazard Identification Schedule, and recorded on the Institute Hazard Inspection Log Form;

- These inspections do not replace Sectional workplace hazard inspections, however provide a broad overview of specific hazard/risks for the campus, and a focus for OHS inspections;
- Risk Control measures with action required from a Facilities perspective, are then logged onto the Institute Helpdesk.

4.2.2 Health and Safety Representative Hazard Inspections

- Health and Safety Representatives should identify at least two high to moderately high risk areas within their Designated Work Group (DWG) on which they will undertake workplace hazard inspections each year. These should be undertaken with involvement of staff from that DWG and with the knowledge of the supervisor/manager of the area;

4.2.3 Work Area Hazard Inspections

- To be facilitated by the relevant Manager with involvement of staff from the work area and the knowledge of the DWG Health and Safety Representative.
- Health and Safety Representatives may be involved in workplace hazard inspections in their work area;
- Work area Hazard Inspections may be completed by Institute staff who have training or expertise in completing workplace safety inspections;
- Initial focus of hazard inspections to be in identified high risk environments or activities, such as workshop or laboratory environments;
- All areas of the workplace should be inspected on an annual basis, according to a planned schedule of inspections to be developed by work area.

4.2.4 External Workplace Hazard Inspections

- To be facilitated by the relevant Manager with involvement of staff from the work area and persons who manage and control the workplace;
- Any workplace hazard inspection completed by the person who manages and controls the workplace is required to be reviewed prior to staff conducting activity in that workplace;
- If a workplace hazard inspection has not been undertaken by the person who manages and controls the workplace the Institute Manager is required to ensure that a workplace hazard inspection is completed prior to staff conducting activities in the workplace;
- Health and Safety Representatives of the staff members designated workgroup may be involved in workplace hazard inspection;
- Work area Hazard Inspections may be completed by Institute staff who have training or expertise in completing workplace safety inspections;
- All areas of the workplace should be inspected on an annual basis.

4.2.5 OHS System Hazard Inspections

- to be completed by the OHS Officer, with involvement of staff from the workplace;
- based on the implementation of specific Institute OHS policies & procedures;
- Hazard Inspections to be facilitated according to legislative requirements for risk assessments, specifically in relation to Manual Handling, Plant and Hazardous Substances;

- Workplace Hazard Inspections of facilities contractor sites/activities to be facilitated by Institute Facilities Staff and the OHS Officer.

4.3 RESPONSIBILITIES

4.3.1 Institute Staff member undertaking Workplace Hazard Inspection

- Consult with relevant Institute manager prior to completing a Workplace Hazard Inspection, in order to nominate a suitable day and time for the inspection.
- Consult with Institute staff in the workplace during the assessment, regarding hazards
- Keep adequate records of the hazard inspection, using an Institute hazard inspection forms or Institute Safety inspection checklist
- Forward completed Hazard Inspection forms or checklists to the appropriate area for corrective action
- For hazards that have straightforward risk control corrective actions requiring action by Facilities, this should be logged directly onto the Institute Helpdesk and the Hazard Inspection form or checklist noted accordingly
- Institute Staff involved with Workplace hazard inspections should be adequately trained in hazard inspection and hazard management processes. This may require attendance at an Institute training workshop.

4.3.2 Executive Officers and Commercial Managers

- The development, implementation and completion of a planned workplace hazard inspection schedule for Institute areas under their control or influence, with priority for inspections based on risk assessment
- Advise the relevant DWG Health and Safety Representative of dates for planned Sectional hazard inspections
- Ensure that Institute staff completing Workplace Hazard Inspections possess adequate knowledge, skills and experience to complete the inspections; or alternatively that staff attend an Institute workshop in Hazard Inspection and Hazard Management.
- Follow through with risk control measures required (short term &/or longer term), to ensure that steps are taken to implement risk control measures within a reasonable timeframe and that these measures are effective.
- As an initial step managers should take appropriate action to control risk within their level of control and influence. This includes ensuring that interim or short term actions required to control risk are implemented. If longer term risk control actions are indicated and assistance is required from the next level of management, an **OHS Risk Control Recommendation Form (FOH005)** is to be used.
- Consult with staff in their work area regarding hazards.

4.3.3 OHS Officer

- Maintain a listing of the Institute Workplace Hazard Inspection schedule, and monitor progress
- Report to the Institute OHS Committee regarding scheduled workplace hazard inspections
- Assist Health and Safety Representatives and Work area with the formulation of appropriate risk control measures, if required
- Assist Facilities staff with hazard inspections involving contractors engaged by the Institute
- Provide suitable training workshop for Institute staff in relation to Hazard Inspections and Hazard Management
- If trends are observed in relation to a particular hazard, initiate further OHS systems action. For example: Institute policy/procedure development or review, or liaison with senior management
- Review of Workplace Hazard Inspection processes, including completion of forms and checklists

5. DOCUMENTATION

- [OHS Policy – CS15](#)
- [Contractor Safety Procedure – B-P132](#)
- [Hazard Inspection and Log form – FOH-03](#)
- [Office Safety Hazard Inspection Checklist Form – FOH-04](#)
- [OHS Risk Control Recommendation Form – FOH-05](#)
- [Kitchen Safety Hazard Inspection Checklist – FOH-22](#)
- [Farm Safety Hazard Inspection Checklist – FOH-23](#)
- [Laboratory Safety hazard Inspection Checklist – FOH-26](#)
- [Workshop Safety Hazard Inspection Checklist – FOH-14](#)
- Facilities Campus Hazard Inspection Schedule (for use by Campus Service Coordinators)
- Occupational Health and Safety Act (2004)
- AS/NZS 4804 (2001). Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques
- **Appendix 1 - Risk Assessment Matrix - attached**

APPENDIX 1 - RISK ASSESSMENT MATRIX

		2. How likely is it to be that bad?			
1. How severely could it hurt someone or how ill could it make someone?	Very likely Could happen at any time	Likely Could happen sometime	Unlikely Could happen, but very rarely	Very unlikely Could happen, but probably never will	
Kill or cause permanent disability or ill health	H	H	H	M	
Long term illness or serious injury	H	H	M	M/L	
Medical attention and several days off work	H	M	M/L	L	
First aid needed	M	M/L	L	L	

Guide to risk Score

- H = Urgent/High Priority - act now
- M = Medium Priority – action required this week
- M/L= Medium to low priority – Hazard may not need immediate action
- L = Low priority if hazard increases is risk action required