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1. Purpose:

The purpose of this procedure is to establish a program of scheduled workplace inspections to proactively and regularly identify, assess and control workplace hazards and to ensure any controls implemented are reviewed for adequacy in Department of Education and Early Childhood Development (DEECD) workplaces.

2. Scope:

This procedure applies to all DEECD workplaces including schools and central and regional offices.

3. References

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*
- DEECD, Building Quality Standards Handbook
- DEECD, Guidelines for Essential Services Maintenance in Schools

4. Definitions:

Deputy Health and Safety Representative (DHSR): An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to Occupational Health and Safety (OHS) in the absence of the HSR.

Hazard: Anything with the potential to cause harm, injury, illness or loss.

Health and Safety Committee: A cooperative forum for employers and employees to work together on OHS issues.

Health and Safety Representative (HSR): An elected employee responsible for representing employees within a DWG on matters relating to OHS.

Inspection: A formal check of physical conditions existing within a defined time and area against pre-established criteria (checklist).

Management OHS Nominee: A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.

Nominated Employee: Employee nominated by management to complete specific OHS tasks (this can be the HSR, a member of the health and safety committee or another employee in the workplace).


Risk: A description of the likelihood and consequence of a hazard causing injury or illness.

Workplace Manager: The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.

5. Responsibility:

Workplace Managers and/or Management OHS Nominees are responsible for:

- Identifying areas to be subject to regular workplace inspections;
- Ensuring inspections are scheduled at least quarterly in the workplace;

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- Ensuring specific workplace inspection checklists are available for each area;
- Allocating responsibility for completing workplace inspections to relevant and competent persons in the workplace;
- Ensuring inspections are scheduled in the OHS Activities Calendar; and
- Providing adequate resources to control identified hazards and monitoring the implementation of any controls.

Nominated Employees are responsible for:

- Reviewing and amending the generic DEECD workplace inspection checklist to ensure suitability for their specific work area;
- Undertaking workplace inspections consistent with the consultative arrangements for the workplace;
- Recording all hazards identified during inspections and determining the risk associated with those hazards, in consultation with relevant employees and contractors;
- Determining appropriate controls to manage these risks, in consultation with relevant employees and contractors; and
- Maintaining records of workplace inspections.

Employees are responsible for:

- Participating in workplace inspections as requested.


6. Procedure:

6.1 Identifying Areas Subject to Workplace Inspection

Workplace Managers and/or Management OHS Nominees are to identify areas within the workplace that are to be subject to regular inspections. Examples of areas and items that may be identified include:

- workshops/trade classes, having regard to the location and functionality of machinery and plant;
- gymnasiums, playground equipment, sporting equipment and outdoor sporting areas;
- administration/head office areas;
- first aid amenities;
- art classes;
- laboratories;
- storage areas;
- hazardous building materials;
- fire fighting equipment:
- emergency exit signage;
- parking areas and public access areas: trips and slips, signage and public safety;
- kitchens/canteens; and
- roof access.

Each area will have different inspection requirements. The **Workplace Manager and/or Management OHS Nominee** may nominate a relevant **employee** (this employee can be the HSR

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or a member of the health and safety committee) to review the generic DEECD inspection checklist to ensure suitability.

Note: The inspection checklist should be reviewed at periodic intervals to ensure on-going suitability; as a minimum the inspection checklist should be reviewed annually.

Any changes to the workplace should trigger a review of the inspection checklist by the Nominated Employee.

6.2 Workplace Inspection Schedule

Once inspection checklists have been finalised, the **Workplace Manager and/or Management OHS Nominee**, in consultation with **the Nominated Employee** is to schedule the inspections and allocate responsibility for these. The inspection schedule is to be documented on the workplace **OHS Activities Calendar**.

The schedule should ensure all areas are subject to an inspection at least once per quarter.

Note: High risk areas may be subject to more frequent inspections.

6.3 Conducting Workplace Inspections

Workplace inspections are to be conducted by the **Nominated Employee**, and other relevant nominated persons (e.g. First Aid Attendants for the first aid component of the review) using the area specific Workplace Inspection Checklist. All items of the form are to be completed and recorded.

6.4 Hazard Management

Where a hazard has been identified, all controls must be established by the **Nominated Employee** in consultation with the relevant nominated persons. In the event of a high risk hazard the Workplace Manager and/or Management OHS Nominee must also be consulted, all outcomes are to be recorded on **Workplace Inspection Checklist**.

Control strategies must be implemented in accordance with the timeframes outlined in the **OHS Risk Management Procedure**.


6.5 Review

Prior to conducting each workplace inspection, the **Nominated Employee** should refer to previous inspection reports to verify that controls have been implemented and that they are effective in eliminating or reducing risk. Any hazards that have not been controlled adequately, or are still outstanding, must be recorded as a hazard on the current **Workplace Inspection Checklist**.

The **Workplace Manager and/or Management OHS Nominee** must review each inspection checklist within 5 business days of completion to verify the risk assessment ratings and the adequacy of the controls. This verification is to be documented on the **Workplace Inspection Checklist**.

6.6 Record Keeping

The **Nominated Employee** must maintain a copy of all Workplace Inspection Checklists in a central file and raise outstanding issues at any consultative forum (i.e. OHS Committee or other meeting where OHS is included as an agenda item).

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6.7 OHS Risk Register

The **Workplace Manager or Management OHS Nominee** is to ensure the **OHS Risk Register** is reviewed when high risk hazards are identified as a result of workplace inspections.

7. Related Documentation:

Workplace Inspection Checklist
OHS Activities Calendar
OHS Risk Register
OHS Risk Management Procedure

8. Version Control

Version	Section Amended	Amendment	Date Created	Author
2	6.2	Changed inspection requirement from monthly to quarterly	February 2011	Employee Health Unit
3	All	Two yearly review as per OHSMS requirements	April 2011	Employee Health Unit