WHS Hazard Inspection Procedure

**Identify hazards in BizOps workplaces by**

* Conducting regular systematic inspections of the workplace
* Observe what hazards exist in the workplace and ask, “what if?”
* Listen to feedback from people working with the task
* Maintain records of processes used to identify hazards

Frequency

|  |  |  |
| --- | --- | --- |
| Location | Frequency | By whom? |
| Buildings | Ongoing | The relevant manager, HSR or worker |
| Formally – annually | The relevant manager accompanied by a HSR |
| Workshops and Yards | Ongoing | The relevant manager, HSR or worker |
| Formally – quarterly – location or task based | The relevant manager accompanied by a HSR |
| Formally- annually – complete | The relevant manager accompanied by a HSR |

Check

* Air quality—extraction systems and ventilation
* Amenities—ventilation, slip/trip hazards, cleaning and hygiene
* Asbestos—register, management plan, condition
* Chemicals/dangerous goods—storage, labelling, spills, safety data sheets, PPE
* Electrical—leads, loading, testing and tagging
* Fire/emergency/first aid—communication, fire extinguishers, first aid kits
* Office/buildings—cleanliness, equipment serviceability, space, ergonomics
* Workshops—walkways, waste, storage, tools
* Lighting—adequacy, glare, cleanliness, repair
* Storage—adequacy, compatible materials, design, repair
* Machinery—guarding, maintenance, calibration
* Manual or mechanical handling—loads, equipment, training
* Stock work—yards, dairy, shearing, mustering, transport
* Noise—noise levels, designated zones, use of PPE
* PPE—availability, purpose, repair
* Premises security—adequacy, lighting
* Miscellaneous issues

At the end of the inspection a report should be drafted detailing all of the safety hazards identified. The report should provide a description of the risk assessment undertaken for each of these items and the risk rating allocated to each. This is done by considering the following:

* The frequency of persons exposed to the hazard—days per week, times per day.
* What the consequences might be—personal injury, environmental damage, associated costs or losses to replace or repair— how severe the outcome.
* What systems are currently in place, how effective are they or what other information is required

References

Australian Government.Comcare.(2016).Comcare: Work Health and Safety (WHS) Management Plan Template

Retrieved from: <https://www.comcare.gov.au/__data/assets/pdf_file/0008/145286/WHS_123a_04706_May17_v1fill-b66aa8587c8c4523af9505ce097736d4.pdf>