



## UNDER REVIEW

<b>Related Policy</b>	<i>Work Health and Safety Policy</i>
<b>Responsible Officer</b>	Executive Director – Human Resources
<b>Approved by</b>	Executive Director – Human Resources
<b>Approved and commenced</b>	October, 2014
<b>Review by</b>	October, 2017
<b>Responsible Organisational Unit</b>	Work Health and Safety Unit - Human Resources

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## 1 Objective

The University values the contribution of every staff member in making the University a safer and healthier place to work. The completion of workplace checks provides staff with an additional opportunity to identify hazards within their immediate workplace, hazards that the University may not otherwise be aware of.

Workplace inspections can and do provide the basis for meaningful and productive consultation between staff, their elected Health and Safety Representatives and the University.

The objective of this procedure is to improve the University of Tasmania's work health and safety conditions and practice by:

- using a systematic process to identify workplace hazards
- implementing appropriate risk control strategies and monitoring their ongoing effectiveness
- providing guidance to staff undertaking workplace inspections and
- supporting compliance with statutory duties.

## 2 Scope

This procedure applies to those who undertake workplace inspections, including the University's officers, managers, supervisors, workers and Health and Safety Representatives.

## 3 Procedure

Workplace inspections are undertaken across all University work areas, using a checklist approach and in accordance with a set schedule.

### 3.1 Checklists

Workplace inspections are undertaken and documented using a checklist.

The checklist used will depend on the area to be inspected and includes:

- a general Workplace Inspection Checklist
- workplace specific inspection checklists, such as:
  - Administration Inspection Checklist for office / administrative work environments including computer laboratories and learning spaces;
  - Laboratory Inspection Checklist
  - Workshop/Teaching Studio Assessment Checklist for work environments where plant and equipment such as machinery and tools are used
  - New or Refurbished Workplace Checklist to be used within a week of an Organisational Unit taking possession of a refurbished or new facility
    - Individual Staff Office Inspection Checklist.
- a workplace inspection checklist or inspection system that meets specific work area requirements and is approved by the Head of the Organisational Unit;
- an approved application using a mobile device including smartphones and tablets such as iAuditer.

### 3.2 Inspection Team

An inspection team should include the manager/supervisor of the workplace and a member of staff familiar with the work area.

- The Health Safety Representative (HSR) for the work area is to be included in the inspection process if practicable
- The head of the Organisational Unit is to be directly involved in the inspection of an area at least annually.

It is desirable that at least one member of the inspection team has completed relevant training which may include:

- training as a HSR
- completion of the Officer or Worker MyLO on-line training course
- completion of a suitable third party training course
- in-house training and mentoring provided by a competent and experienced person.

### 3.3 Individual inspections

An Organisational Unit may elect to undertake inspections using a combination of team inspections and individual inspections where this provides a more effective and efficient coverage of the workplace.

A shorter *Individual Staff Office Inspection Checklist* has been developed for this purpose.

### 3.4 Inspection Frequency

The frequency of workplace inspections will vary between work areas, depending on the nature of work and associated hazards.

Unless the Organisational Unit Head determines a variation in frequency via a risk assessment, the period between workplace inspections shall not exceed:

- |  |               |
|--|---------------|
| • Workshops, Laboratories and any other work environments where potentially hazardous tasks are undertaken.  | 3 months      |
| • Office / Administrative work environments.   | 6 months      |
| • where an Organisational Unit takes possession of a refurbished or new facility.  | Within 1 week |
| • Manager/Supervisor are responsible for regular informal monitoring of their work area(s), checking such things as environmental conditions, machine guarding, housekeeping, and other potential WHS hazards. | Day-to-day    |

### 3.5 Conducting a Workplace Inspection

The inspection team is to undertake the following process when conducting a workplace inspection:

### 3.5.1 Before the Inspection

The most recent checklist for the area is to be obtained to review the actions taken and close-out previously identified hazards.

### 3.5.2 During the Inspection

The Workplace Inspection Checklist is to be used to systematically inspect the entire work area.

- Observations made during the inspection are to be recorded on the checklist, including any hazards rectified at the time of the inspection (marked as “Complete”).
- should any high risk hazards be identified with the potential for serious injury or death, work is to be immediately stopped and the Officer notified.

### 3.5.3 Isolation

Should a hazard be identified that presents an uncontrolled risk to workers or others, the inspection team is to:

- direct that work cease
- isolate the area (lock out) barrier out
- place signage
- attach an out of service tag
- report the hazard.

### 3.5.4 Safety

The inspection team must:

- ensure their own safety while undertaking an inspection
- comply with all safety procedures
- immediately cease inspection if there is a risk to health and safety.

### 3.5.5 Consultation:

The workplace inspection team is to consult with workers through:

- involving the HSR in the inspection
- engaging with workers during the work inspection to encourage input.

### 3.5.6 After the Inspection

The workplace inspection team is to:

- review the inspection checklist and ensure control measures have been identified for all hazards identified
- consult with the HSR and workers where applicable
- undertake control of hazards in accordance with the *Work Health and Safety Project and Task Risk Management Minimum Standard*
- set realistic dates for completion and review;

- complete Hazard Reports and Works Requests where necessary
- file the completed inspection checklist and record completion on the Organisational Unit's work health and safety report.

### 3.6 Information and training

Advice, support and training on undertaking workplace inspections is available through the WHS Unit.

### 3.7 Monitoring and Review

Control measures identified in previous workplace inspections are to be reviewed in subsequent inspections to ensure:

- hazards have been eliminated where practicable or if not then minimised to as low as reasonably practicable
- new hazards have not been created by the implementation of these controls
- controls put in place remain effective
- changes to the workplace, plant, equipment or processes are reflected in the revised checklist.

## 4 Responsibilities

<b>Manager/Supervisor</b>	Ensure that these procedures are implemented within their area of responsibility including: <ul style="list-style-type: none"><li>• providing information and training to workers regarding workplace inspections</li><li>• participating in workplace inspections as necessary</li><li>• undertaking day-to-day monitoring of their work area</li><li>• ensuring identified hazards are addressed so as to eliminate or reduce risk of injury</li><li>• coordinating the timing of workplace inspections to ensure compliance.</li></ul>
<b>Organisational Unit</b>	Retain copies of completed Organisational Unit workplace inspections for 5 years, and make available to all workers in the work area
<b>Worker</b>	Participate in workplace inspections according to these procedures;
<b>Officer</b>	<ul style="list-style-type: none"><li>• provide resources to ensure the effective implementation of this procedure</li><li>• participate in workplace inspections as necessary</li><li>• approve workplace inspection checklist developed for specific work area under their control.</li></ul>

## 5 Definitions and Acronyms

<b>Term/Acronym</b>	<b>Definition</b>
<b>Academic Unit</b>	Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.
<b>College</b>	Means (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure (b) the University College
<b>Executive Dean</b>	Means: (a) the Executive Dean of the relevant College, or (b) in relation to the University College, the Principal of the University College
<b>Head of Academic Unit</b>	Means the head of the relevant Academic Unit.
<b>Manager/Supervisor</b>	An individual, who assumes responsibility for the health or welfare of any person in a workplace by providing instruction, direction, assistance, advice or service, which includes those with responsibility for students.
<b>Organisational Unit</b>	College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.
<b>Worker</b>	Refers to any staff member, student undergoing work experience, volunteer or contractor.
<b>Hazard</b>	A situation, activity or task with the potential to cause injury or damage.
<b>Officer</b>	Members of Council, Executive Deans, Heads of Academic Units, Heads of Divisions and Sections and Members of Boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the WHS Act 2012.
<b>Risk</b>	Risk is measured in terms of consequences and likelihood of a hazard proceeding to a harm or damage event.
<b>Workplace Inspection</b>	A planned, documented inspection of a work environment, designed to identify hazards before they cause an incident, and to review established risk controls to ensure their effectiveness.

## 6 Supporting Documentation

- *Work Health and Safety Project and Task Risk Management Minimum Standard*
- *Work Health and Safety Responsibilities Minimum Standard*

## 7 Versioning

<b>Former Version(s)</b>	<p>Version 1 – <i>Workplace Inspection Procedure &amp; Checklist</i>, approved Occupational Health and Safety Committee, 29<sup>th</sup> March 1999; reviewed October, 2013; revoked by the Work Health and Safety Committee, 27<sup>th</sup> August 2013.</p> <p>Version 2 – <i>Workplace Inspection Procedure</i>; approved October 2014. Amended in December 2016 to incorporate Colleges.</p>
<b>Current Version</b>	<p>Version 3 – <i>Workplace Inspection Procedure</i> (current document); approved October 2014. Amended in December 2017 to reflect academic structures and nomenclature.</p>