Workplace WHS/OHS Inspection Procedure

1. Introduction

1.1 A workplace WHS/OHS inspection is a systematic analysis of the workplace, including its inputs, processes and outputs, to consider any impacts on health and safety to workers and visitors.

1.2 An inspection may be general in nature, or have a focus on particular health and safety issues such as inadequately guarded machinery, use of personal protective equipment, noise, manual handling, chemical handling, etc. The process is fundamental to the prevention of incidents and injuries.

1.3 Inspections associated with irregular events are also advisable, such as:
   a) a week before a business returns to operations after a holiday break or extended shut-down;
   b) within a week of a workplace returning to ‘normal’ after a notifiable incident.

1.4 Managers and Supervisors or nominated persons are responsible for initiating and conducting workplace inspections. All workers may be required to participate in the process. Health & Safety Representatives (HSRs) and WHS/OHS Committees may also perform workplace inspections.

2. Commencement of the procedure

2.1 This Procedure will commence from 1/01/2014. It replaces all other WHS/OHS Inspection procedures & policies (whether written or not).

2.2 This Procedure does not form part of any employee’s contract of employment.

2.3 Education Centre of Australia Pty Ltd will conduct /annual inspections to identify hazards in the workplace. Supervisors or Managers in consultation with workers and WHS/OHS Representatives and/or Committee members (if applicable) will conduct the inspection to investigate any matter that may be a risk to the health and safety of people in the workplace.

2.4 The workplace inspection will include the following activities:
   a) schedule the workplace inspections in each work area/department;
   b) conduct the inspection using a tailored workplace inspection checklist; and
   c) workers and other key parties e.g. relevant person conducting a business or undertaking, will be consulted to identify, assess and decide on appropriate control measures.

2.5 Hazards identified during the inspection and agreed control measures will be recorded in the risk management register that is readily available for all workers.
2.6 Ensure hazards recorded on the hazard report form have been assessed and are recorded in the risk management register.

2.7 Supervisors and Managers for each area will be responsible for the implementation of this risk management process.

Variations

Education Centre of Australia Pty Ltd reserves the right to vary, replace or terminate this Procedure from time to time.

Procedure version and revision information

Procedure Authorised by: David Tulloh Original issue: 1/01/2014
Title: Operations Director
Procedure Maintained by: David Tulloh Current version: 1
Title: Operation Director
Review date: 1/01/2015

Worker acknowledgement

I acknowledge:

- receiving the Education Centre of Australia Pty Ltd Procedure;
- that I should comply with the Procedure; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name: 

Signed: 

Date: 

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