# WHS Workplace Inspections and Reports Procedure

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<tr>
<th><strong>Version</strong></th>
<th>3.0</th>
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<tbody>
<tr>
<td><strong>TRIM file number</strong></td>
<td>06/XXXX</td>
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<tr>
<td><strong>Short description</strong></td>
<td>A procedure on work health and safety workplace inspections and reporting.</td>
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<td><strong>Relevant to</strong></td>
<td>All employees</td>
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<td><strong>Approved by</strong></td>
<td>Executive Director, Division of Human Resources</td>
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<td><strong>Responsible officer</strong></td>
<td>Manager, Work Health Safety</td>
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<td><strong>Responsible office</strong></td>
<td>Division of Human Resources</td>
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<tr>
<td><strong>Date introduced</strong></td>
<td>18 September 2008</td>
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<tr>
<td><strong>Date(s) modified</strong></td>
<td>1 September 2014</td>
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<tr>
<td><strong>Next scheduled review date</strong></td>
<td>September 2018</td>
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**Related University documents**
- Work, Health and Safety Policy
- Work Health and Safety Objectives and Responsibilities
- WHS Workplace Inspections Policy
- Safety Management Plan Policy
- WHS Annual Return Guideline

**Related legislation**
- Work Health and Safety Act, 2011 (WHS Act)
- Work Health and Safety Regulations, 2011 (WHS Regs)

**Key words**
- Guidelines, Work Health and Safety (WHS), Health & Safety (H&S) Health & Safety Committee (H&S Committee) workplace inspections, safety management plans, action sheets, key performance indicators, annual return.
STATUTORY REQUIREMENTS

(1) Section 19 (Primary Duty of Care) of the Work Health and Safety Act 2011 requires that:
   a. A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:
      i. workers engaged, or caused to be engaged by the person, and
      ii. workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.
   b. A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

PURPOSE

This procedure describes the requirement to undertake regular Health and Safety (H&S) workplace inspections and the associated reporting requirements.

2. SCOPE

This procedure applies to all employees of Charles Sturt University.

3. INTRODUCTION

The purpose of workplace inspections is to identify, assess and eliminate or control hazards in the workplace. Regular inspections that are carried out diligently and identify and eliminate or control risks lead to higher standards of workplace health and safety and are the key to the prevention of incidents and improved workplace safety culture.

4. PROCEDURES

4.1 All persons in charge of workplaces are required to have carried out a minimum of two (2) H&S inspections (one every 6 months) of their workplaces each year and to keep a record of hazards identified and actions undertaken to rectify or control those hazards.

4.2 Where facilities or workplaces are shared, then the persons in charge of those facilities need to formally organise the manner in which the workplace will be inspected and records kept.

4.3 Where facilities or workplaces have no nominal person in charge, such as shared teaching spaces and lecture rooms, then the Division of Facilities Management shall nominate a person to be in charge for the purpose of this procedure.

4.4 A Workplace Inspection Checklist shall be developed for each workplace and can be derived from the H&S Basic (or generic) Checklist or from any available checklist. This Workplace Inspection Checklist can then be used to form the basis of workplace inspection records.

4.5 An H&S Workplace Inspection Report consists of a completed H&S Workplace Inspection Checklist and an H&S Workplace Inspection Action Sheet. H&S Workplace Inspection Reports will be under the control of the person in charge of each workplace and are to be retained locally as proof that these risk management activities have been undertaken.
5. WORKPLACE INSPECTION INTERVALS

5.1 All workplaces are required to be inspected at a minimum of twice per year (once every 6 months) unless otherwise approved by the Division of Human Resources.

5.2 Criteria

5.2.1 Organisational units who wish to alter the required inspection schedule will be required to meet the following criteria before approval will be granted to reduce the number of workplace inspections:
   a) Evidence that the organisational unit has undertaken a minimum of two (2) H&S workplace inspections each year, for the previous two (2) years; and
   b) Evidence of identified hazards being systematically eliminated or controlled.

5.2.2 Having met the criteria in clause 5.2.1, approval to undertake alter the H&S workplace inspection schedule in subsequent years is conditional upon continuing evidence of the organisational unit undertaking H&S workplace inspection in subsequent years and continuing to eliminate or control identified hazards.

5.2.3 Failure to provide evidence of the above may result in the approval to alter the inspection schedule being rescinded and the organisational unit will again be required to undertake at least two (2) H&S workplace inspections per annum. In addition, if workplace conditions alter significantly in the future and it is no longer appropriate to undertake anything less than two (2) inspections per year, approval may also be rescinded.

5.3 Procedures

5.3.1 The organisational unit submits a written request to the Division of Human Resources to alter the requirement for the number of H&S workplace inspections.

5.3.2 The Division of Human Resources considers the request against the criteria in clause 5.2 and recommends approval be granted to alter the H&S workplace inspection schedule.

5.3.3 The Division of Human Resources, WHS Manager writes to the organisational unit advising of the decision and maintains records of those organisational units approved.

5.3.4 The Division of Human Resources may undertake an H&S audit of the successful organisational unit at anytime following approval being granted to verify that hazards are being identified and eliminated, or controlled. These audit findings will be provided to the H&S Committee and/or Health and Safety Representative.

5.3.5 There is no minimum time period before organisational units who fail to gain approval from the H&S Committee in the first instance or who have their approval subsequently revoked may reapply to the H&S Committee.