1. This document describes the requirements for workplace inspections. It gives staff the opportunity to identify hazards within their immediate workplace that the University may not be aware of.
2. The completion of workplace checks can provide the basis for consultation between staff, the elected Health and Safety Representatives and the University.

**Definitions**

1. Hazard - Anything that has the potential to cause harm, injury, illness.
2. Workplace inspection (Line 1) – A planned and systemic physical inspection of the workplace to:
   1. Identify and monitor workplace hazards
   2. Identify changes to work area which may pose new risks
   3. Monitor effectiveness of previous corrective actions, and
   4. Monitor that safety standards are being maintained.

These inspections will be performed or monitored by local areas, or specific work areas (e.g., Facilities Services, Technical Services) at regular intervals, depending on the nature of the risks and the workplace. These inspections provide an opportunity to regularly review compliance with legislation, and VU Policies and Procedures.

**Roles and Responsibilities**

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| **Roles** | **Responsibilities** |
| Executives and Leaders | * Ensure that workplace inspections are scheduled in their area of responsibility and are conducted in accordance with these procedures. * Ensure that required risk controls/corrective actions are implemented in a timely manner. * Ensure that there are adequate resources for effective workplace inspections and corrective actions in their College/Portfolio. |
| Managers and Supervisors | * Responsible for workplace inspection procedure is made available, known and disseminated to staff to enable compliance and improve safety within their relevant units. * Ensure that assistance, advice and support are provided to any staff member to carry a workplace inspection. * Approve workplace inspection checklist inspections to ensure compliance. * Participate in workplace inspections as necessary. * Coordinating the timing of workplace inspections to ensure compliance. * Follow up actions required from the inspection. |
| Teachers, Academic Staﬀ and Researchers, Demonstrators and Technical staﬀ | * Actively participate in workplace inspections according to this procedures. * Provide feedback to line managers on the findings and assist with completion of corrective actions. |
| Inspection Team | |  | | --- | | * Prepare a schedule of regular workplace safety inspections in consultation with staff. * Conduct workplace inspections according to the schedule. * Ensure that hazards are entered into HSW Hazard/Incident Reporting System,   including risk levels and control measures/corrective actions.   * Review previous workplace inspections relevant for that area. | |
| Health, Safety and Wellbeing (HSW) Team | * Provide advice on minimizing risk as requested. * Ensure distribution of any information on innovative controls, issue alerts and improve procedures where necessary. * Provide support and advice on the frequency of the workplace inspections in each area. * Monitor compliance under WHSMS Monitoring and Performance Evaluation Procedure. |

**Frequency of inspections**

1. The frequency of workplace inspections is determined by the level of risk associated with the workplace, including the physical work environment, the type of activities performed and/or previous history of reported hazards and incidents.

1. Workplace inspections must be carried out at a minimum as follows:

|  |  |  |
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| **Risk level** | **Work Area** | **Frequency (minimum)** |
| High | Workshops and trade areas  Sheds, storage areas (including storage areas for gas/liquids and other hazardous/dangerous chemicals)  Maintenance yards  Animal facilities  Performance venues  Commercial kitchens  Mechanical plant rooms  Gyms | Every 6 months |
| Medium | Lecture theatres, tutorial rooms and other teaching spaces (other than laboratories)  Computer and other training rooms  Library areas  Multi-user office spaces  Corridors  Common rooms and non-commercial kitchens  General administration areas  Outdoor areas (eg paths, courtyards, carparks, stairs) | Every 12 months |
| Low | Single occupancy staff offices | Every 3 years or when occupancy changes. |

1. In addition to the regular inspections above, inspections must be carried out when:
   1. plant, equipment or layout of any work area is altered
   2. new plant or work processes introduce change in a work area
   3. a new work area is commissioned, or
   4. Supervisor, Manager or a HSR requests an inspection.
2. Colleges/Portfolios must develop a schedule of workplace inspections as part of their HSW action plans.

**Inspection teams**

1. Workplace inspections should include persons with knowledge of the area.
2. Supervisors and Managers are encouraged to participate in workplace inspections.
3. Inspection teams may include relevant HSR’s.

**Consultation**

1. Staff carrying out workplace inspections must, where possible seek input from those who undertake the tasks or work in the areas being inspected.
2. Their comments or concerns must be included on the inspection checklists.
3. The local workers must be consulted, where reasonable practicable, on any corrective actions that may impact on them.

**Checklists**

1. The checklist used will depend on the area to be inspected and includes (but not limited to the following):
   1. [Classroom safety checklist](https://vustaff.sharepoint.com/:w:/r/sites/00061/_layouts/15/Doc.aspx?sourcedoc=%7B1DF464FA-18D1-41B8-BF9C-743F3159904F%7D&file=HSW-1.4-F-08-1.0%20Classroom%20Safety%20Checklist.docx&action=default&mobileredirect=true)
   2. [General checklist](https://vustaff.sharepoint.com/:w:/r/sites/00061/_layouts/15/Doc.aspx?sourcedoc=%7BC40C4BE5-BEA7-40D8-BA49-DF7E0BCDDCCE%7D&file=HSW-1.4-F-07-2.0%20Office%20Study%20Labs%20Library%20OHS%20Inspection%20Checklist.doc&action=default&mobileredirect=true)
   3. [Workshop checklist](https://vustaff.sharepoint.com/:x:/r/sites/00061/_layouts/15/Doc.aspx?sourcedoc=%7B835045BB-9EAF-46FD-B8A1-4FABCC2773DF%7D&file=HSW-F-033%20Workshop%20Inspection%20Checklist.xlsx&action=default&mobileredirect=true)
   4. [Laboratory safety checklist](https://vustaff.sharepoint.com/:w:/r/sites/00061/_layouts/15/Doc.aspx?sourcedoc=%7BD1836697-4418-4FCA-AAAC-2B22057CD559%7D&file=HSW%20Form%20Laboratory%20Safety%20Audit%20Checklist.dotx&action=default&mobileredirect=true)
   5. [Nursing Lab checklist](https://vustaff.sharepoint.com/:x:/r/sites/00061/_layouts/15/Doc.aspx?sourcedoc=%7BF5F5CDCF-2A2C-4A95-8A12-DAE4C88EE9F8%7D&file=HSW-F-055%20Nursing%20Labs%20Inspection%20checklist.xlsx&action=default&mobileredirect=true)
   6. [Art/Music checklist](https://vustaff.sharepoint.com/:x:/r/sites/00061/_layouts/15/Doc.aspx?sourcedoc=%7BDEBE2BD9-B420-4C2B-820F-74379098FFF5%7D&file=HSW-F-037%20Art%20Music%20Studio%20Inspection%20Checklist.xlsx&action=default&mobileredirect=true)
   7. [External grounds checklist](https://vustaff.sharepoint.com/:x:/r/sites/00061/_layouts/15/Doc.aspx?sourcedoc=%7BD9060CD3-D934-4F9D-9A69-657C3ADE216B%7D&file=HSW-F-036%20External%20Grounds%20Checklist.xlsx&action=default&mobileredirect=true)

## Inspection Process

1. The inspection process involves three main steps:
   1. Identifying any hazards
   2. Assessing the risks, and
   3. Controlling the risks (with corrective actions using the hierarchy of controls).
2. Prior to inspection, the team should review the previous inspection report and hazards to see whether previous corrective actions have been implemented and that the hazards are not recurring.
3. Should any high risk hazards be identified with the potential for serious injury or death, work is to be immediately stopped and notified to the relevant manager and HSW department. Therefore isolation should take place:
   1. Direct that work cease
   2. Isolate the area (lock out) barrier out
   3. Place signage
   4. Attach an out of service tag
   5. Report the hazard

**Corrective actions**

1. Where a hazard is identified, the inspection team should arrange for immediate rectification of the issue if reasonably practicable.
2. If immediate rectification is not reasonably practicable, the inspection team must enter the hazard(s) into the University’s HSW Hazard/Incident Reporting System including:
   1. Risk assessing the hazard
   2. Reporting any maintenance requests to Facilities Service Desk
   3. Recording corrective actions, including timeframes and person(s) responsible for corrective actions.
3. The local Manager/supervisor is responsible for ensuring that corrective actions are implemented and reviewed to ensure that the risk has been eliminated or controlled.

**Review of inspection findings**

1. College/Portfolio Health and Safety Committees must review any recommendations resulting from regular inspections to:
   1. Identify any trends or recurring issues
   2. Determine the need for training
   3. Monitor progress against the inspection schedule
   4. Recommend resources to implement corrective actions
   5. Assist in establishing or improving safe work practices, and
   6. Identify areas, plants, equipment etc. that may require further in-depth hazard analysis.

**Records**

1. Completed workplace inspection checklists must be retained by the local area for a minimum of 5 years.