

1. Purpose

To describe the process undertaken to perform workplace inspections to identify hazards and implement timely and effective corrective actions.

2. Scope

This procedure applies to all employees, contractors, and volunteers at the City of Greater Dandenong (CGD) workplaces.

3. Definitions

Competent person: a person who has acquired through training, qualifications or experience the knowledge, skills and ability to carry out the task, in a safe manner meeting organisational expectations.

Workplace inspection: a planned or as requested (by HRSs / WorkSafe, etc), systematic appraisal of workplaces to assist with monitoring, identification and control of hazards.

Hazard: a source or a situation with a potential for harm in terms of injury or illness, damage to property, damage to the environment or a combination of these.

HSRs: Health and Safety Representatives

4. Responsibilities

For general OHS responsibilities refer to the OHS Responsibility Procedure.

Team Leader Risk & OHS is responsible for:

- coordinating the workplace inspection program
- reviewing the effectiveness of the workplace inspection process

Managers are responsible for:

- participating as required in workplace inspections
- implementation of appropriate hazard/risk control measures identified
- consulting with employees in relation to outcomes of workplace inspections and the rectification of issues

5. Procedure

5.1 Inspection Schedule

Inspection of CGD workplaces shall be undertaken at least on an annual basis, or more frequently where workplaces have been risk assessed as having higher risks.

The frequency is to be determined by the team conducting the risk assessment.

5.2 Inspection Team

Inspection team should include Managers, Team Leaders, Supervisors, HSRs, and where available, one employee familiar with the workplace.

5.3 Undertaking the Inspection

Prior to inspection, review previous inspection checklist to establish if identified items have been addressed and effectively controlled.

OHS Workplace Inspection Procedure	This Document is Uncontrolled when Printed		Responsible Officer: Team Leader Risk & OHS
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Physical inspection is conducted using workplace inspection checklist by:

- recording findings/comments on the checklist, including any hazards rectified at the time of inspection (marked as complete)
- stopping any work should an imminent hazard be identified, with the potential for serious injury or harm, and immediately notifying the Team Leader Risk & OHS
- consulting with HSRs and employees to gain their input and feedback around issues identified

On completion, the checklist is signed and dated by all personnel conducting the inspection.

5.4 Corrective Actions

Hazards identified during workplace inspection will be managed following the Incident and Hazard Reporting and Investigation Procedure.

The workplace checklist will be revised to reflect any changes to the workplace, equipment or processes.

5.5 Review of Corrective Actions

The Manager should ensure the review of corrective actions is completed. Consider, have corrective actions:

- been completed?
- been effective in reducing the risk of harm to people and property?
- introduced any new hazards?

5.6 Training

At least one member of the inspection team has completed relevant training:

- completion of a suitable third-party training course
- in-house training and mentoring provided by competent and experienced person
- training as an HSR

Employees involved in leading and implementing the workplace inspection process shall complete appropriate training to ensure knowledge and understanding of the key principles and processes.

6. References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

National self-insurer OHS management system audit tool (NAT), version 3 – criteria 4.1.1 - 4.1.5

7. Related Documents

CGD OHS Policy

CGD Communication, Consultation and Issue Resolution Procedure

CGD OHS Risk & Change Management Procedure

CGD OHS Hazard and Incident Reporting and Investigation Procedure

CGD Workplace Inspection Checklist

CGD Incident and Hazard Report Form

CGD Incident and Hazard Investigation Form

General Risk Assessment Form

8. Document History

Version Number	Issue Date	Approved by	Description of Change
0.1			1 st Draft from MAV/JLT
0.2		27.03.2019	Accepted by OHS Policy Sub-Committee
0.3			2 nd Draft following All Staff consultation
0.4		11.07.2019	2 nd Draft Accepted by OHS Policy Sub-Committee
1.0		July 2019	Approved by OHS Oversight Team