

UWS SAFETY INSPECTION CHECKLIST INFORMATION SHEET

Introduction

Workplace safety inspections are a means of facilitating a critical assessment of a particular workplace and the use of a checklist will add structure and meaning to this type of hazard management activity.

Safety inspection checklists can:

- provide an aid to memory for the staff carrying out the inspection;
- standardise the task of undertaking workplace inspections;
- underpin existing OH&S management plans and procedures;
- ensure OH&S responsibilities are shared appropriately;
- facilitate ongoing comparative analysis;
- represent a formal record of recommended remedial actions.

Safety inspection checklists will also assist managers, staff, safety representative and OH&S Consultative Committees to carry out a structured inspection of specific work area for the purpose of:

- identifying any hazardous situations which may not be obvious to staff but (if left unchecked) have the potential to give rise to injury or leave the UWS exposed to criticism that it is not meeting its duty of care or may be in breach of its statutory duty;
- confirming that appropriate hazard management strategies are being implemented and are effective;
- ensuring that any internal UWS OH&S related directives, procedures and policies are being implemented and are effective;
- facilitating a visual check of the workplace so that key staff can actually see the working conditions.

Method

Workplace inspections should be carried in consultation with staff by a small inspection team made up (ideally) of the manager or supervisor of the area being inspected, a safety representative and/or a member of the OH&S Consultative Committee. The frequency of the inspection can be determined by the OH&S Consultative Committee or may be dependant upon the nature of hazards in a particular workplace. For example it may be necessary to do an inspection of a laboratory on a monthly basis but an office environment may only need to be inspect quarterly.

The inspection should be carried out in an orderly manner with the least amount of disruption to the staff working in the area.

At the completion of the inspection the findings should be discussed with the manager(s) and supervisor(s) involved and specific remedial actions agreed. The outcome of the inspection and the remedial actions should also be an item for discussion the next OH&S Consultative Committee meeting for the purpose of discussing the findings viz any changes required to the current hazard management strategies.

A copy of the of the completed checklist should be given to the manager(s) or supervisor(s) involved, the relevant safety representative and a copy should be retained by the OH&S Consultative Committee for further reference.

Follow up inspections should be carried out to confirm that the agreed remedial action have been fully implemented by the respective staff concerned.