Workplace Inspection Procedure

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Purpose:

The purpose of this procedure is to outline the [Occupational Health and Safety (OHS)](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) requirements in Department of Education and Training (the Department) workplaces for the completion of workplace inspections.

Scope:

This procedure applies to all Department workplaces including schools, central and regional offices.

Procedure

3.1 Identifying areas to be inspected

The **Workplace Manager** and/or **Management OHS Nominee** in consultation with the Health and Safety Representative (HSR) and employees are to identify internal and external areas within the workplace to be inspected. Examples include:

| **Internal areas** | **External areas** |
| --- | --- |
| * Office area/meeting rooms * Hallways * Stairs/landings * Staff room * Storage areas * First aid room * General classroom * Music room * Art room * Gymnasium * Science laboratories/science rooms * Technology rooms including:   + Wood work/metal work   + Sewing/textile room   + Food technology   + Darkroom | * Car park * Playground equipment & structures (e.g. shade sails) * Pathways/walkways * Garden area * Gates and fences * Oval * Swimming pool |

## 3.2 Review the pre-populated Workplace Inspection Checklist

The **Workplace Manager** and/or **Management OHS Nominee** are to review and amend the Department’s pre-populated Workplace Inspection Checklists for relevancy to the area being inspected. The pre-populated checklists include:

* *General Inspection Checklist*
* *Design and Technology Room Inspection Checklist*
* *Science Room/Laboratory Inspection Checklist*
* *External Grounds and Sporting Field Inspection Checklist*
* *Playground Equipment and Structures Inspection Checklist*
* *Swimming Pool Inspection Checklist*
* *Art Room Inspection Checklist*

The **Workplace Manager** and/or **Management OHS Nominee** may also choose to use an alternative template. This template should include at a minimum:

* inspection area
* hazards identified
* corrective actions to be taken to address the hazard(s) identified
* person(s) responsible
* corrective action completion date.

## 3.3 Frequency of conducting workplace inspections

The **Workplace Manager** and/or **Management OHS Nominee** in consultation with the HSR and employees are to conduct quarterly inspections (once a term) using the relevant Workplace Inspection Checklist or equivalent. This should be scheduled in the OHS Activities Calendar. Inspections can be conducted on a more regular basis if required.

An inspection of a workspace/area can also be initiated by a site employee, or visiting Department employee (e.g. Student Support Services), who can utilise the relevant Department *Workplace Inspection Checklist* or equivalent.

The **Workplace Manager** and/or **Management OHS Nominee** should consider areas that may be subject to more frequent inspections by:

* identifying high risk areas (e.g. technology rooms),
* reviewing incidents logged on eduSafe Plus
* reviewing Improvement Notices issued by WorkSafe Inspectors
* reviewing Provisional Improvement Notices issued by a HSR.

## 3.4 Delegation of responsibility for conducting workplace inspections

The **Workplace Manager** and/or **Management OHS Nominee** in consultation with employees and HSR can delegate the responsibility for the completion of workplace inspections to employees. An employee can also conduct a workplace inspection of their immediate workspace at any time without delegation.

The accountability for implementing and documenting any hazards identified remains with the **Workplace Manager**.

## 3.5 Recording hazard identified during a workplace inspection

If a hazard is identified whilst conducting an inspection, it is to be documented in the Action Plan template of the relevant *Workplace Inspection Checklist*. The checklist and associated Action Plan should then be provided to the site **Workplace Manager, Management OHS Nominee** and/or site HSR.

## 3.6 Review of outcomes of workplace inspections

The **Workplace Manager** and/or **Management OHS Nominee** are to review the completed *Workplace Inspection Checklist*(s) and relevant Action Plan(s).

The **Workplace Manager** and/or **Management OHS Nominee** in consultation with employees and HSR are to implement controls to address any hazards identified and recorded in the Action Plan. Where a control cannot be implemented immediately, or where a hazard previously identified has now been addressed, the **Workplace Manager** is to record/update the hazard details on the *OHS Risk Register.*

## 3.7 Communicating the outcome of workplace inspections

The **Workplace Manager** and/or **Management OHS Nominee** are to communicate the outcomes of the workplace inspections to all employees and HSR (e.g. at a staff meeting).

Defined terms

All terms defined by the Department are hyperlinked to the [Department's Defined Health and Safety Terms](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) webpage. Defined roles will appear in bold.

Related references:

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Department-Victorian School Building Authority: Building Quality Standards Handbook

Related documentation:

*OHS Risk Register*

*OHS Activities Calendar*

*OHS Risk Management Procedure*

*General Inspection Checklist*

*Design and Technology Room Inspection Checklist*

*Science Room/Laboratory Inspection Checklist*

*External Grounds and Sporting Field Inspection Checklist*

*Playground Inspection and Structures Inspection Checklist*

*Swimming Pool Inspection Checklist*

*Art Room Inspection Checklist*

Further assistance

Further information, advice or assistance on any matters related workplace inspections is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).