

# Workplace Inspections and Reports Policy

## Section 1 - 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.

## Section 2 - Glossary

(2) Nil.

## Section 3 - Policy

(3) All persons in charge of workplaces are required to have carried out at least two inspections of their workplaces each year, and to keep a record of hazards identified and actions undertaken to rectify or control these hazards. One of these inspections should take place before the end of April each year, to enable obtained information to be included in your Work Health and Safety Action Plans.

(4) Where facilities or workplaces are shared, then the persons in charge need to formally organize the manner in which the workplace will be inspected and records kept. Where facilities or workplaces have no nominal person in charge, such as lecture rooms, then the Head of Campus, on advice from the campus Occupational Health and Safety Committee, shall nominate a person to be in charge for the purpose of this Policy.

(5) A Workplace Inspection Checklist shall be developed for each workplace, and can be derived from the provided general checklists, or from any available checklist. This Workplace Inspection Checklist can then be used to form the basis of workplace inspection records. Guidelines for the Conduct and Reporting of Workplace Inspections is available, as is a Workplace Inspection Action Sheet , and they should be used to assist with carrying out workplace inspection activities.

(6) A Workplace Inspection Report consists of a completed Workplace Inspection Checklist and a Workplace Inspection Action Sheet . Workplace Inspection Reports will be under the control of the person in charge of each workplace. A copy of every Workplace Inspection Report will be sent to the campus Occupational Health and Safety Committee, and a completed Workplace Inspection Notification will be sent to the Manager, Work Health and Safety.

## **Section 4 - Procedures**

(7) Nil.

## **Section 5 - Guidelines**

(8) Nil.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	22nd May 2014
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